Data Policy Analyst, Team Legal & Compliance

Start Date: **Flexible – July 1, 2020 or sooner**
Team: **Legal & Compliance**
Location: **Brooklyn, NY or New Haven, CT**

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 38 public charter schools in Brooklyn, Connecticut, and Rhode Island. We exist to address the legacy of racism in education in America: we know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. Achievement First currently educates more than 13,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

About Team Legal & Compliance:
Team Legal and Compliance (Team L&C) exists to: 1) provide expert legal services to our schools and Network Support teams; 2) work closely with our authorizers to ensure that we keep our schools open and continue to open great new schools, and 3) provide structure and support to org- wide compliance reporting requirements.

Each of these objectives requires Team L&C to access, manipulate and present accurate data in meaningful ways. Our scope of data analysis spans every category of academic, culture, and non-instructional information. The product of these efforts is delivered to a full range of internal and external stakeholders including state authorizers, funders, lenders, and Achievement First Leadership.

Summary
Achievement First is currently seeking a smart and motivated analyst to bring strong problem-solving, programming, and analytical skills to Team L&C. The Data and Policy Analyst will play a critical role in designing, developing, and implementing systems to capture, analyze and report a wide range of data including but not limited to academic, discipline, enrollment, demographic, and financial disciplines.

The role is an excellent opportunity for someone interested in gaining experience in education and developing technical skills in data management and analysis. The role will also provide exposure and access to professional development opportunities which will expand the analyst's knowledge of the education sector and leadership skills.

Responsibilities of the Data Analyst will include but are not limited to:

- Using a variety of reporting and programming tools (SQL Server, SAS, and Tableau) to select and summarize information from a data warehouse. Perform custom and iterative calculations on a variety of aggregates.
- Present information in table, graph, and visual formats; must have ability to use data strategically to make policy recommendations
- Transform data to required formats for submission to numerous external stakeholders
- Upload or enter resulting data sets to stakeholder systems
- Engage with external stakeholders on the data, including explanation and follow-up information
- Read and interpret guidance from stakeholders prior to report preparation
- Create project plans and calendars that allow for timely preparation and submission of reports
- Write narratives summarizing statistical results; requires strategic thinking and argumentation
- Write briefs and position memos on internal procedures and policies

Skills and Characteristics
- Ideal candidates have all of the following:
  - Experience manipulating large datasets (working with raw data preferred)
  - Experience with a programming language (SQL, Python, R, SAS, Stata, etc.)
  - Intermediate (or stronger) project management skills
  - Strong personal organization skills
  - Experience working on a cross-functional team / with multiple stakeholders
  - Exceptional listening and oral communication skills
- Ideal candidates have experience with **one or more** of the following:
  - Writing complex queries in SQL
  - Building data visualizations using Tableau
  - Analyzing survey data
  - Conducting user experience research
  - Working in a school or with underserved communities
- Belief in the Achievement First mission and educational model
- A commitment to Achievement First's Values

Compensation
Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply:
To submit an application, please attach your resume and cover letter through the web form below:
Apply and submit documents here

Questions or additional information regarding this position can be emailed to:
ExternalReporting@achievementfirst.org

In the event you cannot access the web form above, please reach out to: ScotKerr@achievementfirst.org.

Applications will be accepted on a rolling basis until the position is filled. Candidates are encouraged to apply as soon as possible.

Please visit the Achievement First careers site at http://www.achievementfirst.org/careers/. Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: http://www.achievementfirst.org/about- us/diversity/.