

Senior Analyst, Recruitment Data and Strategy

Start Date: Immediately
Team: Recruitment
Location: Flexible

About Achievement First:

Achievement First (AF) exists to address the legacy of racism in education in America. The mission of AF is to deliver on the promise of equal educational opportunity for all children, as we know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education.

Achievement First, a non-profit 501(c)3 charter school management organization, operates 41 public charter schools in New York, Connecticut, and Rhode Island. Achievement First currently serves more than 15,000 students in historically underserved communities, 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.

Summary

The Achievement First Recruitment Team ensures all students have great teachers. Reporting to the Director of Recruitment Operations and working in partnership across the recruitment team, the Senior Analyst manages and maintains the most essential tools for the team's work. As the primary System Administrator for Greenhouse Recruiting, the Senior Analyst is responsible for the overall health of the platform as well as its consistent use across the team. The ideal candidate enjoys diving into the details to solve complex problems, anticipating operations and data needs, and maintaining systems to ensure consistency.

Key Responsibilities of the Senior Analyst, Recruitment Data and Strategy include:

1. Resource Planning Tools

- Manage network-wide retention and recruitment data gathering tools (i.e., Renewal Offer Letter tracking, Master School Snapshots, Retention Trackers, etc.)
- Create and maintain Team Recruit's internal trackers and dashboards (Warboard, Referral Tracker, Offer and Renege Trackers)
- Lead trainings to ensure accuracy of data

2. Data Analysis and Reporting

- Analyze data and create monthly presentations for team meetings to effectively communicate updates and share newly identified trends
- Track progress towards annual goals and provide input on recruitment strategy
- Complete comprehensive end-of-season (EOS) data analysis of the recruitment season
- Respond to routine data requests and answer questions from AF leadership on recruitment progress and trends over time

3. Systems Management

- Act as primary system administrator for Greenhouse
- Address and resolve system errors
- Build solutions, manage external consultants on system upgrade projects
- Train Team Recruit members on systems to ensure clean data for analysis and reporting
- Maintain all knowledge management for systems

4. Onboarding

- Own verification and delivery of new hire information to Team Talent Operations and Payroll
- Own Offer Rewrite Project to update all external offer letters with Summer Training guidance

5. Special Projects

- Own 1-2 special projects per year based on team need
- Lead all facets of project planning and evaluation (i.e., design plans, milestone tracking, system build outs, data analysis, results reporting)
- Update key stakeholders as required

Skills and Characteristics

- Ability to design complex systems and tools for the end-user
- Excellent interpersonal communication skills (written and oral)
- Adaptable in a fast-paced environment with the ability to tackle challenges with a “roll-up-my-sleeves” attitude
- Manages competing priorities with strong organizational and planning skills while maintaining a high level of attention to detail
- Ability to communicate and build relationships across a diverse range of stakeholders in order to achieve outcomes
- Belief in the Achievement First mission and educational model

Educational Background and Work Experience

- 2 years of relevant experience in operations or data analysis
- Experience delivering presentations to diverse constituent groups

This position will require occasional evening and weekend work and some travel.

Compensation

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

To Apply

Send resume and cover letter to:

Nibette Aning

nibetteaning@achievementfirst.org

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/>

