Job Title: Data Analyst, K-12 Agencies  
Reports to: Managing Director, K-12-Agencies  
FLSA Status: Exempt  
Prepared Date: March 2021

Organization Overview

Project Evident exists to help organizations harness the power of evidence to achieve greater impact. We do this by offering a comprehensive platform of tools, resources, and services to help state education agencies, local education agencies, nonprofits and funders improve how they measure, evaluate, and report results, while strengthening their ability to act using this evidence.

Project Evident strives to be a trusted partner – to practitioners, funders, and other stakeholders committed to stronger, meaningful, and equitable outcomes for communities and individuals so that all can participate, prosper, and reach their full potential.¹ We believe in the power of data and evidence to address social and racial justice, and seek to advance a next generation ecosystem for actionable evidence building and use. We live into our mission through our values, specifically:

- **Practitioner Focused** - We center on practitioners, and ground our work in their needs and contexts. We help practitioners strengthen meaningful and equitable outcomes for the communities and individuals they serve, and lift up their work so it can be better understood and supported by funders and policy makers.

- **Committed to Learning, Inclusion, and Transparency** - We are frank, honest, and compassionate with our colleagues, clients, funders, and stakeholders. We seek input and feedback from a wide range of voices and share our learnings openly with others. We recognize that evidence is not immune from the racism and inequities that exist in our society, and strive to understand the context in which we operate and to uphold the principles of belonging, dignity, and justice through our work.

- **Smart, Warm, Approachable and Productive** -
  - Smart - we strive to find practical, implementable solutions

¹ Language drawn from PolicyLink’s definition of equity with their permission.
• Warm - we bring heart and positivity to our work and work through discomfort
• Approachable - we keep open and curious minds, welcoming differing viewpoints and valuing the ideas and experiences of our partners.
• Productive - we hold ourselves accountable to the goals and timelines we set with our colleagues and partners, and course correct as needed

● Oriented to Actionable Evidence - We build and use relevant and timely data and evidence with our partners and ourselves to continuously learn, improve, and make meaningful, equitable, and cost effective decisions.

Position Summary – Data Analyst

The data analyst reports to the Director, Education Practice and is responsible for data collection, cleaning, analyses, visualization, and presentation. The majority of the data analyst’s work will focus on education; however, as a member of the Project Evident team, the analyst will also work in other content areas as needed.

Essential Duties

Data Analysis & Programming (60%)

• Assemble, clean, manage, and analyze large longitudinal data sets derived from multiple sources
• Evaluate data quality. Identify data outliers and anomalies that require resolution prior to analysis
• Identify coding challenges and resolve or elevate them with the data team
• Create robust, maintainable, well-documented scripts to automate common tasks
• Appropriately structures data files depending on use, e.g., analysis, visualization, etc.
• Execute standard analyses and help develop customized analyses that address questions of core interest to partner organizations
• Perform complex analytic tasks with supervision

Partner Support & Communications (35%)

• Participate in presenting key research findings and recommendations to internal and external audiences
• Contribute to drafting memos, reports, case studies, and presentations for partner leadership, including school boards, superintendents, and principals, as well as other stakeholders (e.g., advisors and funders)
• With guidance, provide training to external clients on specific tools and methods (e.g., data visualization in Tableau, formulas and pivot tables in Excel)

Other Duties (5%)
- Perform literature and web searches, summaries, and reviews in support of Project Evident projects
- Collaborate with members of the Project Evident team, with a focus on the Education Practice, and partner organizations staff to continually refine analytic work products
- Coordinate internal data collection and reporting efforts
- Contribute to the development of new projects and proposals
- Other duties and responsibilities as assigned

Education and/or Experience

- Master’s degree and two years of related work experience (or a BA and three years of related work experience) in a relevant field, e.g., statistics, economics, econometrics, math, public policy or other related fields
- Experience working in the education sector or non-profit consulting experience is a plus
- Basic statistical knowledge, including linear regression and hypothesis testing.
- Demonstrated experience in cleaning, managing, and analyzing large social-sector data sets, with a preference for working with student-level education data
- Experience working with a data warehouse system and a clear understanding of common data warehousing best practices, key terms, and concepts
- Survey design and analyses are a plus
- Familiarity with R, STATA, Tableau, or SQL

Knowledge, Skills, and Abilities

- Excellent oral and written communication skills, with a proven ability to write clear and concise memos
- Ability to work with stakeholders to develop actionable metrics and data-driven insights.
- Experience working effectively with multiple stakeholders who may have evolving priorities
- Ability to work under tight timelines, accurately assess problems, and develop solutions; ability to effectively prioritize time and tasks
- Ability to work both independently and collaboratively in a fast-paced environment on multiple projects.
- Experience using common cloud-based productivity tools, e.g., Google Drive, Office 365, Zoom, Microsoft Teams, Slack
- Problem solver, active listener who seeks clarification, asks questions, and surfaces solutions
- Commitment to high-performance culture, giving and receiving feedback and continuous and self-improvement
- Ability to work effectively with multiple stakeholders who may have evolving priorities
- Strong learning and problem solving orientation— the ability to learn and grow from mistakes, seek clarification, ask questions, surface solutions, and help others do the same; Problem solver and active listener
● Comfort with ambiguity and ability to adjust, adapt, and respond to rapidly changing priorities, comfortable in an early stage, client serving environment with fast deadlines
● Experience working with diverse communities and a deep commitment to learning, performance, equity (racial, economic, etc.) and building a culture of belonging and accountability
● Conducts oneself in a manner that is smart, warm, approachable, and productive

Organizational Relationships

The Data Analyst reports to the Director, Education Practice and works collaboratively with staff, clients, contractors and vendors on a weekly basis to meet goals in line with organizational values.

Physical Demands

● Be able to lift at least 20 pounds
● Ability to sit, talk, and listen continuously for up to 8 hours per day

Work Environment

● Ability to work with a virtual team.
● Up to 40% travel (In times when travel is standard practice and generally safe.)
● Location is flexible.

Submission and Interview Process

Candidates wishing to be considered for this position, must submit a cover letter and resume to careers@projectevident.org.

Reasonable accommodation will be made so that applicants with qualifying disabilities may participate in the application process. Please advise in writing of special needs at the time of application.

Candidates invited for a phone interview will be asked to complete a case study memo. Candidates invited for a full interview will be asked to complete a presentation and present their findings in a virtual interview using Zoom or Microsoft Teams.

Project Evident, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.