



Data Analyst

JOB DESCRIPTION

Overview: The Equity Data Analyst is responsible for designing qualitative and quantitative survey instruments, collecting, analyzing, and disseminating data results necessary to achieve stellar work products for clients of Espousal Strategies and Firm activities.

The ideal candidate excels at telling stories with data, stays current on evolving qualitative and quantitative methods and technology, and has a commitment to advancing equitable solutions.

Position Reports to: Director of Equity, People and Culture

Classification: Exempt

Primary Responsibilities:

- Oversee data collection and analysis for Espousal Strategies Firm activities and client needs. Collect census and demographic data from reputable resources.
- Design effective qualitative and quantitative survey instruments. Distribute and collect results from surveys, peer reviews, focus groups, and other data collection methods.
- Analyze all data sets, synthesize, and summarize information in a clear and robust manner for distribution to leadership, clients, business partners, and community members as needed. Create qualitative and quantitative reports, dashboards and other documents dissemination.
- Disseminate and present analyzed information in a clear and accessible manner to leadership, staff, clients, business partners and community members as needed.
- Educate and advise leadership and staff on data collection and analysis best practices and trends.
- Create and monitor accurate budgets for assigned projects and tasks, ensuring fiscal responsibility and compliance with FAR rules.
- Keep abreast of DEI industry trends and best practices, with specific attention to innovative, creative, and cutting-edge ideas. In collaboration with Firm leadership, incorporate up-to-date DEI best practices into work processes.
- Represent Espousal Strategies in a positive and professional manner to stakeholders, clients, peers, public officials, community groups, and other

business partners. Attend business related functions as requested by the President.

Other Responsibilities:

- Provide the President with on-going reports on projects and work activities at least on a monthly basis.
- Other responsibilities as assigned by the President.

Knowledge & Skills:

- Excellent data analysis skills, with the ability to accurately review and synthesize complex reports and data sets. The ability to disseminate information into succinct and meaningful reports. The ability to create and implement qualitative and quantitative survey instruments and collect accurate data from survey groups.
- Ability to accurately research and disseminate federal, state, and county compliance requirements related to client projects.
- Excellent presentation, and training skills. The ability to communicate effectively with a wide variety of populations, in a persuasive and collaborative manner.
- Ability to effectively develop and use graphics, infographics, and other methods to visualize data for presentation.
- Excellent organizational, time management, and project management skills.
- Ability to multi-task efficiently and switch priorities as needed. Ability to work calmly and effectively under deadline.
- Ability to create, monitor, and adhere to a fiscally responsible budget.
- Excellent written and verbal communication skills.
- Ability to work autonomously and be self-directed.
- Cooperative and collaborative team member. Ability to communicate in a professional and respectful manner with all clients, co-workers, stakeholders, community members, public officials, and other business partners.
- Demonstrates a positive attitude in the office regarding work assignments, team work, and company mission.
- Proficient in standard office procedures, software, and communications technology. Advanced ARCGIS skills required.
- Excellent understanding of DEI principals and best practices. The ability to research and stay abreast of new industry developments, trends, and best practices.
- Passion for the principals of diversity, equity, and inclusion, and the mission of Espousal Strategies.

Required Work Experience:

- Bachelor's degree in urban planning, community development, public health or related field.
- Minimum 3 years professional experience analyzing complex census and ACS data with advanced ARCGIS
- Experience conducting data analysis in government and/or direct services for low income and/or communities of color preferred.

Preferred Experience:

- Master's degree in urban planning or policy with 3 to 5 years' experience as a planner or in a similar field.
- Experience working with Social Explorer or related tools.

Working Conditions/Physical Demands:

Work is usually performed in an indoor office environment, or remote home office environment, with long periods at a desk. Work is oriented to Firm, client, and community service and subject to constant work interruptions. Position requires the employee to regularly facilitate meetings and deliver presentations to leadership, staff, clients, community members, and other business partners, in both small and large groups. Employees may work under the stress of continual contact from staff, leadership, clients, community members, co-workers and business partners, and the pressure to meet deadlines. Requires flexible work schedule and may be required to work evenings and weekends.

Benefits:

Espousal Strategies' offers competitive health, dental, PTO, and retirement benefits.

At Espousal Strategies, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our clients, and our community. We do not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Please send resume and cover letter to ESHR@espousalstrategies.com