

Job Title	ActionNYC Data Analyst
PVN ID	VA-2002-003534
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	MOIA
Status	Full Time
Annual Salary	\$57,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Apr 18, 2020 (Or Until Filled)

General Description

ActionNYC is a citywide, community-based immigration legal services program that provides access to legal services for residents, as well as resources for providers to grow the immigration legal services field. Immigrant New Yorkers receive free, safe, and high-quality immigration legal services in their community and in their language. Through its citywide hotline, centralized appointment-making system, and accessible service locations at Community-Based Organizations, schools, hospitals, and libraries, ActionNYC serves as the entry point for New Yorkers seeking immigration legal services. Launched in 2016, the program is operated jointly by MOIA, HRA, and the City University of New York (CUNY) and implemented in collaboration with other 30 Community-Based Organizations and legal service providers. Since inception, ActionNYC has provided high-quality immigration legal information and services to tens of thousands of immigrant New Yorkers.

Position Description

ActionNYC is hiring a self-motivated, mission-oriented Data Analyst. This is an exciting opportunity to help maximize the potential of ActionNYC programs during a time of transition, innovation, and great community need for immigration legal services. The Data Analyst will advance the mission of MOIA and the work of ActionNYC by championing and facilitating the effective collection, management, analysis, and use of data in reporting, strategy development, and decision-making. This is a hands-on role in which the Data Analyst will collaborate with the team to further data systems and definitions improvements, collection practice improvements, data management, and data analysis (descriptive, diagnostic, predictive, and prescriptive). The Data Analyst will report directly to the Director of Legal Initiatives.

Major responsibilities of the Data Analyst include, but are not limited to:

- Owning, managing, and leveraging ActionNYC program data, and efforts to use that data in furtherance of the programs' work and the broader strategic priorities of MOIA and the City;
- Identifying, validating, processing, analyzing, and provide data in response for regular reports and in response to ad-hoc requests, collaborating with team members as advantageous;

- Developing data visualizations to help team members and stakeholders understand ActionNYC impacts and trends;
- Engaging with team members to cultivating a data-driven culture and identify and leverage data to support strategies, decisions, and plans;
- Facilitating a team-wide initiative to improve data definitions and systems, collection practices, data management, and data analysis practices;
- Visiting program sites to further data identification, collection, and management system improvements;
- Liaising with the MOIA Central Team and other internal stakeholders to champion best data practices across teams; and
- Additional duties related to ActionNYC and MOIA's legal initiatives as circumstances warrant.

The Data Analyst will be employed by RFCUNY and work within MOIA's Legal Initiatives team, which manages and promotes innovative access to justice programs for immigrants including ActionNYC and NYCitizenship and makes policy recommendations with respect to the City's immigration legal services funding and programming.

This is a full-time position with benefits, funded through June 30, 2020 with the possibility that it will continue beyond then

Other Duties

Qualifications

Must have a proven record of managing and analyzing data to further program goals and initiatives, in a collaborative and fast-paced team environment. Other requirements include, but are not limited to:

- A bachelor's degree from an accredited institution;
- At least three (2) years of professional data management and analysis experience;
- Experience working in PowerBI or a similar data visualization system;
- Experience successfully driving data systems or process improvement initiatives;
- Excellent planning, organizational, and analytical skills;
- Ability to juggle multiple priorities;
- Highly organized and detail oriented;
- Strategic thinker with ability to be flexible and work independently in a fast-paced environment;
- Strong written, verbal, and interpersonal communication skills;
- Ability and experience working with diverse individuals and communities;
- Comfortable in a dynamic, fast-paced working environment;
- Availability to work flexible hours and occasional weekends;
- Advanced knowledge of MS Office (i.e., Microsoft Word, Excel, PowerPoint);
- Understanding of immigration legal services is a plus.

The Research Foundation of the City University of New York is an Equal Opportunity Employer. To apply, submit cover letter, resume and three references here: