

## **JOB DESCRIPTION: DATA ANALYST**

The Mayor's Public Engagement Unit (PEU) is leading the development and use of cutting-edge data and technology in government to increase civic engagement and proactively connect New Yorkers to important City services. PEU exists at the intersection of policy, data, technology, outreach and communications. We work on the City's most impactful progressive policies, including increasing awareness of and participation in elections and the 2020 Census, connecting uninsured New Yorkers to health insurance, and protecting vulnerable tenants. From sourcing and implementing innovative datasets to targeting and analyzing results, the Data & Analytics team is core to PEU's outreach work.

Responsibilities will include but are not limited to:

- Monitoring data workflows and analyzing data from PEU and partner agencies to evaluate impact, identify opportunities to improve operational efficiency and drive effective policy development
- Generating data visualizations and reports to present to a variety of audiences
- Providing expertise in the application of statistics and analysis to data sets collected and utilized by PEU
- Working with PEU Data & Analytics staff to collaborate with other city agencies and organizations to utilize new technological resources, encourage data sharing and teach best practices for outreach in a variety of use cases
- Developing and maintaining tools to implement and facilitate data-driven operations

Preferred Qualifications:

- 2+ years working with data in government, or in community, issue, labor, or political organizing
- Data visualization techniques and programs, such as Tableau, and advanced use of Excel
- Previous experience using one or more of the following data processing tools in an academic or professional setting: SQL, GIS, Python, R
- Experience processing, cleaning, manipulating, and analyzing large datasets
- Ability to effectively present data in verbal, written and visual formats to technical and non-technical audiences
- A demonstrated interest in public service, civic engagement and improving outcomes for New Yorkers
- Eagerness to learn, ask questions and solve problems in a fast-paced environment
- Strong written and oral communication skills in English

Salary: \$33/hour

Schedule: Full-time (with overtime opportunities)

- Monday-Friday (9:30am-5:30pm)

PLEASE NOTE: This is a temporary position hired through IOS Staffing. There will be opportunities for long-term roles after about 6 months.