

## **DATASPARK DATA ANALYST**

**Job Title:** Data Analyst

**Program:** DataSpark

**Reports to:** Director of Data Analysis

### **ABOUT PROVPLAN:**

The Providence Plan (ProvPlan) is a non-profit with the mission to improve the economic and social well-being of the City of Providence and the State of Rhode Island. ProvPlan was launched in 1992 as a joint effort between the City of Providence and the State of Rhode Island to promote better collaboration between government, the private sector, and academic institutions. One of ProvPlan's core principles is to build greater capacity within our community to use data as a catalyst for change.

### **ABOUT DATASPARK:**

DataSpark is a core initiative of ProvPlan. The mission of DataSpark is to connect data and people to inform, empower and inspire innovative decision-making. We aim to connect people *to* data – residents, community organizations, public agencies and researchers – but we also connect people *through* data. DataSpark maintains one of the largest data warehouses in Rhode Island. We operate a range of data tools that help people understand and use this vast collection of information. We analyze, visualize, and map data to make it accessible to decision makers, stakeholders, and the general public. DataSpark is committed to democratizing data and ensuring that better decisions are made through data.

DataSpark's core capacities include: data analysis; data visualization; geographic information systems; report development; web application development; and data systems development. Organizationally, DataSpark is divided into two components - Data Analysts and DevOps Engineers. These two groups share a passion for working with data and collaborate in the creation of reports, presentations, and web-based applications. More information about DataSpark and examples of past work are available at [datasparkri.org](http://datasparkri.org).

### **OPPORTUNITY:**

DataSpark seeks an experienced Data Analyst to join our team and support our work of improving data-driven decision making. The successful candidate for this position will become a key member of DataSpark – a team of professionals who believe that information is a fundamental aspect of community mobilization and empowerment in an age of expanding information technology and “big data”.

This individual will be proficient in data analysis and visualization, as well as the ability to manage a number of projects aimed at improving the accessibility of data to a variety of audiences. In general, duties will involve compiling, analyzing, aggregating, and disseminating data pertaining to demographics, education, workforce, public health, child welfare, housing, public safety, and environmental hazards. Through a multi-disciplinary approach, the successful candidate will collaborate with coworkers on data product development; link data across sectors; ensure timely, accurate, and high quality project deliverables; assist with project strategy and development; and build and maintain relationships with external stakeholders.

In addition to participating in cross-sector analyses, this individual will work with a variety of visualization portals that ProvPlan operates, including the [Rhode Island Community Profiles](#) and [Rhode Island DataHUB](#).

**PRIMARY RESPONSIBILITIES:**

- Perform project management responsibilities including deliverable planning and monitoring, managing timelines, and communicating with project partners;
- Clean, format, and organize data files and use these data to perform a variety of quantitative analyses;
- Use longitudinal data to produce an array of products (reports, static and interactive visualizations, issue briefs, etc.) in formats appropriate for a variety of audiences;
- Apply GIS (Geographic Information Systems) to create maps that enable data interpretation at many levels of geography;
- Work with an interdisciplinary team of *DataSpark* staff, consultants, and external stakeholders to develop such products under tight and often shifting deadlines;
- Serve as a recognized and trusted resource on data statewide and present *DataSpark* data products and findings at various meetings and conferences;
- Collaborate with *DataSpark* leadership in developing and implementing strategies that expand the impact and reach of our work.

**QUALIFICATIONS:**

The ideal candidate will have a master's degree in a relevant field (sociology, political science, economics, statistics, etc.), at least 3-5 years of experience in data analysis, and strong technical skills. Candidates must be experienced with managing and analyzing large data sets; preparing statistical tabulations; and writing reports containing descriptive, analytical and thematic content for an audience of both data providers and the general public. The Data Analyst requires strong time, detail and project management skills; comfort with handling sensitive data; the ability to respond rapidly to new assignments, establish clear deliverables, and meet deadlines.

Prior experience using statistical software to analyze large data sets **is absolutely essential**. Familiarity with SPSS is preferred. Data analysis and visualization work relies on variety a software programs (including, but not limited to Excel, SPSS, R, Python, Tableau, Adobe Creative Suite, ArcGIS, SAS, Access, etc.). Candidates should possess a working competency in several of these programs.

*Candidates are encouraged to apply as soon as possible. Interviews are held on a rolling basis as materials are received.*

**Please email cover letter and resume to:**

Kim Pierson  
kpierson@provplan.org

**Equal Employment Opportunity**

It is a continuing policy of The Providence Plan to recruit, hire, and promote individuals without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability or veteran status. This policy applies to all terms, conditions and privileges of employment including recruitment, hiring, orientation, training, placement and employee development, promotion, transfer, compensation, benefits, layoffs, termination, and retirement. The Providence Plan complies with all applicable state and federal regulations regarding hiring.