



STATEMENT OF THE AGENCY

Commonpoint is a non-profit, multi service agency with flagship sites in Forest Hills and Little Neck, along with 33 additional sites throughout the community that provides a diverse array of programs and services to over 35,000. Our mission is to sustain and enhance the quality of family and individual life for all members of our community, regardless of religion, ethnic or cultural background, national origin, gender identity or expression, sexual preference, age, or disability, within a pervasive and inclusive environment that facilitates individual growth, meets individual needs and builds community. We accomplish this mission through a broad range of social, educational, and recreational services that reach community members of all ages and backgrounds.

ABOUT POSITION

The **Impact Data Analyst** (IDA) will play a crucial role in advancing our impact data capabilities across the organization. Collaborating with different departments, this role will work directly with the Impact team on a variety of impact-related projects, including participant assessment surveys. The IDA will be responsible for reviewing, disseminating, and synthesizing data to ensure accurate and actionable insights. Additionally, the IDA will use survey platforms to design and build surveys, help lead data dissemination meetings to present synthesized research, and contribute to expanding our research and evaluation efforts by integrating external data sources.

RESPONSIBILITIES

Qualitative Work:

- Use surveys to help tell an impact story by collecting and interpreting qualitative data.
- Build impact reports by pulling essential data from surveys and other sources to create a cohesive narrative.
- Synthesize and code data based on themes to provide deeper insights into program outcomes.
- Create and manage surveys, utilizing advanced features such as conditional questions and skip logic to ensure accuracy and relevance.
- Collaborate with the Impact team to expand research and evaluation efforts by integrating external data sources into impact analysis.
- Conduct narrative analysis on open-ended survey responses, interviews, or focus group data to capture participant experiences and feedback.
- Compare and contrast qualitative findings across programs or departments to identify trends, similarities, and areas where practices can be shared or improved.
- Assist with any other qualitative departmental duties and projects as needed.

Quantitative Work:

- Analyze survey findings and other quantitative data to identify trends, insights, and areas for improvement.
- Create pivot tables and dynamic metrics spreadsheets to track and visualize participant outcomes in real-time.
- Organize and structure data within spreadsheets, ensuring clarity and accessibility by using tabs, advanced formulas, and efficient formatting.
- Utilize data visualization tools such as Tableau and Google Looker Studio to create interactive dashboards that present actionable insights.
- Clean and prepare raw data by applying various formulas and tools to extract, organize, and understand data for deeper analysis.
- Assist in conducting data audits to ensure data integrity, consistency, and reliability throughout the analysis process.
- Apply AI-driven tools to enhance data analysis and automation, improving the efficiency of data workflows.
- Support predictive analytics efforts by providing recommendations for immediate, intermediate, and long-term changes based on data-driven insights.
- Assist with any other quantitative departmental duties and projects as needed.



COMMONPOINT RESPONSIBILITIES

- Participate in ongoing personal and professional growth activities and relevant agency-required meetings.
- Participate in staff training and meetings, including school retreats, division meetings, and professional development.
- Participation in agency-wide programs and program committees, as assigned.
- Active involvement as a supervisee in the supervision process.
- Support the mission and development of Commonpoint.

QUALIFICATIONS:

- Bachelor's degree in a relevant field such as education, statistics, mathematics, economics, computer science, or a related quantitative discipline
- Ability to analyze and interpret qualitative and quantitative data.
- Expert usage of Google Sheets for data manipulation, analysis, and visualization, including proficiency in advanced functions and pivot tables.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Ability to interpret data, identify trends, and provide actionable insights to drive decision-making in the context of student success and experience.
- Excellent written and verbal communication skills to present findings and recommendations to various stakeholders, including coordinators, directors, senior directors, and VPs.

ADDITIONAL PREFERRED QUALIFICATIONS:

- Experience with utilizing data analysis to amplify the experiences and perspectives of all communities, with a focus on BIPOC (Black, Indigenous, and People of Color) and LGBTQ+ folks.
- Prior experience working in a similar role within a non-profit organization focused on holistic success.
- Familiarity with data collection methods specific to non-profit settings, including surveys, assessments, and program evaluations.
- Ability to collaborate effectively with cross-functional teams to leverage data-driven insights for program improvement and innovation.
- Demonstrated experience and success in working effectively in a remote work environment, showcasing strong self-motivation, time management skills, and the ability to maintain productivity and ongoing collaboration.

JOB DETAILS

- Schedule: Year-Round, Part Time, 19 Hours Per Week | Salary: \$23-25/hour
- Expected Start Date: October-November 2024 | Modality: Remote

APPLICATION DETAILS:

- Apply Here: <https://form.jotform.com/242711142855655>

Commonpoint reserves the right to revise or change job duties and responsibilities as the need arises.

Commonpoint is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.