



### **Data Analytics Associate**

*Hybrid 2-3 days in office (subject to change); other days Remote - usually based in New York, NY*

*Application Deadline: Applications will be considered on a rolling basis until the position is filled.*

*IMMIGRANT JUSTICE CORPS*

*<http://justicecorps.org/>*

*Date Posted: January 4, 2023*

*Job Type: Administrative, Data Analytics Associate*

*Schedule Type: Full Time Position*

*Practice Areas: Immigration*

### **About IJC and the Fellowship Programs**

IJC is the country's first fellowship program wholly dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship, other affirmative applications, and fighting deportation. Inspired by the late Chief Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high quality representation to low-income immigrants. IJC's two-year Fellowship program connects Fellows to the best legal services providers and community-based institutions nationwide and leverages the latest technologies. The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity.

This position will report to the Data Analytics manager and will support IJC's work by quantifying organizational goals and measuring impact towards mission. As data management touches every department, the associate will play an important role for the organization and interact closely with other Departments within IJC. Overall, as the Data Associate, we value your attention to detail and your ability to adapt to dynamic changes as the organization grows, encountering new opportunities and pilots new initiatives.

### **About the Position**

We seek someone with initiative to join our collaborative team. The core responsibilities of the position include:

- Consolidating, cleaning, reviewing, and importing data into organizational database

- Supporting data analysis projects to identify and report on actionable insights and program recommendations
- Developing program dashboards corresponding to Key Performance Indicators visualizing program progress and total impact
- Executing data templates or code for regular reporting to funders or to inform program indicators.
- Assisting with data integrity through regular data management system audits, identifying data entry errors and reporting them to supervisors
- Providing feedback on and refine existing data and operational systems to optimize organizational efficiency.
- Supporting the data department in organizing and maintaining record keeping structure on MS OneDrive/SharePoint (filing completed documents in appropriate locations or distribute them, as required)
- Pulling requested data and draft data points for grant requests/applications and marketing materials, as needed
- Other duties may be assigned

### **Requirements for the Position**

You will have strong written and verbal communications skills, outstanding attention to detail, the ability to juggle multiple projects at the same time, and strong administrative and interpersonal skills. IJC seeks Fellowship Associate who:

- Is authorized to work in the United States;
- Have at a minimum:
  - an Associates' Degree with 2 years of equivalent work experience
  - or a Bachelor's degree
- Excellent writing, editing, research, organizational, analytical and presentation skills
- Strong interpersonal skills with a willingness to work collaboratively within a dynamic team setting.
- Strong familiarity and use of various social media platforms.
- Demonstrated ability to work in a professional manner with people of diverse backgrounds
- Knowledge of and commitment to immigrant rights, social justice, and/or racial equity
- Experience with the practice of immigration law or knowledge of immigration policy a plus but not required
- Intermediate proficiency in MS Excel (VLOOKUP, pivot tables, visualizations, etc.) is required.
- Experience with MS Office Suite and virtual meeting platforms
- Ability to learn new data management systems
- Experience with MS SharePoint and/or CRMS like NetSuite or Salesforce is a plus

- Experience in coding languages (SQL, R, Python) or statistical packages (SAS, R, STATA) is a plus

## **Compensation**

Salary is commensurate with skills, experience, and duties with a range of \$45,000 to \$52,000. IJC offers generous health benefits including medical, dental, vision, life, disability, 401(k) plan, 175 hours of PTO, 12 paid Holidays plus the week between Christmas and New Year's Day and compressed work schedules during the summer.

## **How to Apply**

Please email your resume, two references, a professional and/or academic writing sample and a detailed cover letter explaining why you are a great fit for this job to [recruitment@justicecorps.org](mailto:recruitment@justicecorps.org) with "Data Assoc." included in the subject line. We will review applications on a rolling basis until the position is filled.

***IJC is an Equal Opportunity Employer - women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.***