



Location: New York, NY

Salary: \$61,000

Data & Impact Analytics Coordinator

Hybrid work environment (subject to change); 2-3 days in office; other days remote

ABOUT IJC

IJC is the country's first fellowship program cited by The New York Times as an innovator in our field. We are dedicated to meeting the need for high-quality legal assistance for low-income immigrants. Our Justice Fellows and Community Fellows are recent law graduates and college graduates, who are committed to providing immigration legal services to under-served populations and who join a new generation of dedicated advocates working to serve immigrant communities. Creative thinking and the pursuit of new strategies to increase access to justice are essential to our mission.

The United States is facing a growing representation crisis in immigration. Immigrant Justice Corps' (IJC) Fellowship program offers a blueprint for meeting the ongoing representation crisis. Every year, we recruit, train, and mentor talented lawyers and exceptional college graduates and deploy them with legal services providers and community-based organizations to assist low-income immigrants. IJC's goal is to substantially close the gap in representation for immigrants and believe an infusion of IJC Fellows can make a transformational difference.

THE OPPORTUNITY

Immigrant Justice Corps ("IJC") seeks an individual to support IJC's work by quantifying organizational goals and measuring impact towards our mission. The Data Coordinator will be part of the Data & Impact Analytics (DIA) Team, reporting to the Data and Impact Analytics Senior Manager. As data is embedded in cross-functional workflows in every department at IJC, the Coordinator will play an important role for the organization and interact closely with other Departments. Overall, as the Data Coordinator, we value your attention to detail and ability to adapt to dynamic changes as the organization grows, encountering new opportunities and piloting new initiatives. Core responsibilities include:

1. Data Analysis and Reporting

- Monitor and triage data inbox, escalating to DIA Senior Manager or to other teams as needed
- Oversee data collection for quarterly Fellow deliverable reporting, including tracking and processing incoming submissions, sending reminder emails, coordinating troubleshooting as needed
- Lead data analysis for calculation of key performance indicators for donor and impact reporting

- Develop, update, and execute queries and document Standard Operating Procedures to ensure replicable analysis
- Analyze survey responses to compile reports on key programmatic initiatives, including Fall Training, Bar Exam Updates, and Fellow Check-ins
- Create saved searches and dashboards in NetSuite to ensure accurate knowledge management
- Assist with data integrity through regular system audits, identifying data entry errors and reporting them to appropriate stakeholders
- Support Development, Program, and Operations teams with *ad hoc* data requests

2. Data Systems: Architecture and Administration

- Collaborate with DIA colleagues to define and harmonize indicator variables within systems, ensuring alignment with calculation methodologies and maintaining accuracy and integrity
- Participate in all NetSuite Power User meetings, fostering adoption of best practices to ensure data integrity across the organization
- Support data import into NetSuite by consolidating, cleaning, and loading data from external sources
- Contribute to data system project management as needed

Additional responsibilities include monitoring, evaluation, and learning, and strategic management.

POSITION REQUIREMENTS

- Minimum of BA/BS required with degree in Information Systems, Statistics, Mathematics, or related field preferred.
- 2+ years' experience as a Program Evaluator, System Architect, or Data Analyst with strong experience analyzing large data sets
- Technical writing and reporting skills
- Passion for IJC's mission
- Must be a self-starting individual with strong interpersonal and communication skills
- Must possess the ability to make complex information easily understood by multiple audiences and to expose information not obviously visible or implied in the data
- Ability to translate complex numerical insights into compelling data visualizations
- Dependable execution, ability to manage deadlines while maintaining meticulous attention to detail
- Strong sense of responsibility and accountability; team player and partner mentality

COMPENSATION AND BENEFITS

The salary for this position starts at \$61,000. Offers are made at or above the minimum based on relevant experience. Excellent benefits package including 401(k), dental and vision insurance, paid time off, and flexible spending account.

COMMITMENT TO AN INCLUSIVE WORKPLACE

IJC recruits and trains advocates dedicated to serving the legal needs of immigrant communities. The populations we serve represent an extraordinary diversity of human backgrounds, cultures,

and lived experience. IJC seeks candidates who bring empathy, cultural competency, and a genuine commitment to engaging with the communities we serve. IJC is committed to maintaining a respectful, collaborative workforce, and we are committed to building a team that upholds the dignity of every staff member and delivers excellence in pursuit of our mission.

IJC is an equal opportunity employer. We do not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender, pregnancy, marital or familial status, age, disability, veteran status, or any other characteristic protected by applicable federal, state, and local law.

HOW TO APPLY

Please email your resume to Opsteam@justicecorps.org, with the subject, "Data Coordinator" along with a personalized cover letter that answers the question "What excites you about Immigrant Justice Corps and the opportunity?" Applications will be considered on a rolling basis and handled with confidentiality.