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Position: Data Analyst

Reports to: Associate Director of Data & Evaluation

Location: Columbus, Ohio (Hybrid)

Dream Big. Work Hard. We'll Help. That is **I Know I Can's (IKIC)** promise to the students of Columbus City Schools, South-Western City Schools, Whitehall City Schools, and now in 2022, Reynoldsburg City Schools. To help achieve **IKIC's** primary mission, "to inspire, enable, and support students to pursue and complete a college education," **IKIC** is looking to expand its data and evaluation capacity with the addition of a Data Analyst.

Position: The Data Analyst (DA) reports to the Associate Director of Data and Evaluation and is a full-time position. The primary responsibilities of the DA are to support the development and execution of a comprehensive framework for program evaluation at **IKIC**. This framework directly influences and increases the strategic decision-making capacity, and therefore the effectiveness, of our organization. The DA will also support organizational goals by analyzing **IKIC's** programmatic impact and compiling rigorous, relevant research into tangible and accessible mediums.

You will do this by:

- Contributing to the development and implementation of **IKIC's** long-term research agenda.
- Conducting appropriate analysis of quantitative and qualitative program data.
- Creating impactful written materials and visualizations summarizing analysis and evaluation results (e.g., reports, dashboards, infographics).
- Conducting background exploration to inform the development of programming and measurement processes.
- Continually identifying and implementing opportunities to improve data systems and processes.

Qualifications:

- Bachelor's Degree (Required)
- Microsoft Office skills (Required)
- Strong project management skills (Required)
- Database experience - e.g., Salesforce.com (Required)
- Business intelligence experience - e.g., Tableau (Required)
- Quantitative analyst experience - e.g., SPSS, R, or SAS (Required)
- Qualitative research experience (Strongly Preferred)
- Postgraduate degree in related field - e.g., public policy, education policy, psychology, sociology (Preferred)

Interested? Send your cover letter and resume to: Kimberly Hayes, Director of Finance and Operations at employment@iknowican.org

I Know I Can
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