



# Children's Advocacy

## ALLIANCE

### **Position Opening: Data Analyst**

The Children's Advocacy Alliance is seeking a Data Analyst to help implement its research, policy work and community engagement strategies in the area of children's safety, school readiness and children's health.

Anticipated Start Date: June 2018  
Position Status: Full Time, Salaried

### **ORGANIZATION BACKGROUND**

Children's Advocacy Alliance is an independent voice dedicated to achieving public policy wins in the areas of children's safety, children's health and school readiness. The Alliance creates lasting change by tackling the biggest issues that kids and families face by:

- bringing people together to build consensus around priorities and to leverage our collective strength toward real reform;
- collecting, analyzing and sharing research and information with people who make decisions impacting Nevada's children and families; and
- building public will through education, outreach and advocacy to solve expansive and chronic problems facing kids and families.

### **POSITION DESCRIPTION**

The Data Analyst reports directly to the Executive Director and will oversee the NV Children's Report Card, KIDS COUNT and all data initiatives at the CAA. This includes collecting, analyzing and sharing research and information on issues related to children, youth and families in Nevada, as well as coordinating statewide community engagement activities.

### **DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):**

- Collect datasets from multiple local, state and federal sources;
- Maintain relevant and up-to-date data sets relevant to the CAA core issue areas;
- Analyze data for inclusion in relevant reports, policy briefs, fact sheets and public engagement opportunities;
- Perform tasks involving writing reports, memos and professional correspondence;
- Actively engage with the community and key partners by participating in relevant meetings, conferences, and other events;
- Work with the Executive Director, Government Affairs Manager, Policy Managers, Communications Coordinator, and Board of Directors to identify and accurately report data and trends relevant to CAA's policy agenda;

- Assist in the development of advocacy materials, including issue briefs, briefing papers, and policy fact sheets;
- Create easy to read charts, graphs and interactive tools for the website that show impact;
- Assist with grant and/or report writing for funding initiatives;
- Attend meetings and conferences as required for technical assistance/professional development; and
- Perform all other duties as needed and assigned by the Executive Director.

The Data Analyst must have reliable transportation to attend meetings and events in the community and must be willing to work some nights and weekends as needed.

## **QUALIFICATIONS**

- Preferred candidates will have at least a bachelor's degree in a relevant field and will have some experience working in government, advocacy or a policy setting.
- Preference will be given to candidates with extensive knowledge of national, state, and local data sources;
- Candidates must have experience in the collection and management of data from state and federal agencies and other data organizations, including, but not limited to, U.S. Census Bureau datasets;
- Experience with MS Office software, including Word, Excel and Publisher, as well as statistical software (such as SPSS, STATA, or SAS);
- Essential qualities include: excellent communication (oral and written) and interpersonal skills; superb analytical skills; ability to multi-task and organize, focus on details and work under tight timelines.
- Ability to multitask and manage multiple priorities in heavy volume, high paced environment.
- Ability to prepare records and reports on a timely basis, and to forward reports as required.
- Ability to establish and maintain effective working relationships with Board members, employees, and all partner organizations.
- Bilingual in English/Spanish is a plus, but not required.

## **HOW TO APPLY**

The Data Analyst is a full-time position based in either the Reno or Las Vegas, NV office. Children's Advocacy Alliance offers competitive compensation, commensurate with experience, and a benefits package.

To apply please send resume, cover letter (including salary requirements) and writing sample to [jobs@caanv.org](mailto:jobs@caanv.org), subject line: Data Analyst. This announcement will remain posted until the position is filled.

### **No phone calls please.**

Children's Advocacy Alliance values diversity and is an equal opportunity employer: women, minorities, and people with disabilities are encouraged to apply. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Children's Advocacy Alliance. For more information about Children's Advocacy Alliance, please see our website: [www.caanv.org](http://www.caanv.org).