



**RESEARCH & DATA ANALYST  
RESEARCH & DATA ANALYSIS DEPARTMENT**

Los Angeles, CA office\*

*\*This is a remote position at least through the remainder of 2020, at which point the employee will report to work in the office.*

**Organizational Background**

Advancement Project California champions the struggle for greater equity and opportunity for all, fostering upward mobility in communities most impacted by economic and racial injustice. We build alliances and trust, use data-driven policy solutions, create innovative tools and work alongside communities to ignite social transformation. Rooted in the historic struggle for racial and economic equality, Advancement Project California envisions a world where *all* communities have equitable access to public resources and opportunities to thrive. The California office's primary programs are Educational Equity, Equity in Community Investments, and Political Voice.

**Position Summary**

Advancement Project California is seeking a Research & Data Analyst. The ideal candidate should have at least two years of professional experience researching key social and racial justice issues. They will report to the Director of Research & Data Analysis and are responsible for conducting research for organizational, community-based, governmental, and philanthropic initiatives.

The successful candidate must have a strong, demonstrated commitment to social and racial justice, documented skills in visualizing and analyzing quantitative and qualitative data, and be comfortable working with community partners in a fast-paced and changing policy landscape. A strong attention to detail, and the ability to multi-task, prioritize, and meet deadlines are required. We handle large volumes of data for many projects at once; the ability to learn new research methods, software, and programming languages independently is crucial.

**Specific Responsibilities include, but are not limited to**

- Coordinate with staff and external partners to design the most effective research and data analysis to move policy for more equitable outcomes.
- Conduct research and data analysis for Advancement Project California and strategic partner initiatives.
- Communicate findings – through written reports, data visualizations, and presentations – so they are clear and impactful for policymakers and the lay person alike.
- Participate in organization-wide planning, development, and communication activities.
- Other duties as assigned, dependent on organizational needs and employee skills.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sincere and demonstrated commitment to advancing social and/or racial justice for low-income communities of color.
- Two years experience collecting and analyzing data, generating data visualizations and findings, and creating research products, including as part of community-based research.
- Bachelor's degree in related field preferred or equivalent combination of education and experience to successfully perform essential job duties.
- Strong analytical and problem-solving skills and competency in statistics. Two years experience with databases and querying languages, especially PostgreSQL and SQL, required. Experience with statistical software, especially R, required. Experience with other coding languages to analyze quantitative data desired.
- Experience with geographic information systems, including map production using good cartographic design. Experience doing spatial analysis in R or PostGIS highly desired.
- Strong communication skills in written and verbal English. Strong communication skills in written and verbal Spanish highly desired.
- A high degree of diplomacy, professionalism, sensitivity, and respect for the confidentiality of certain data and projects are required.
- Proven ability to work with diverse communities, leaders, and staff.
- A strong attention to detail.
- Ability to take on responsibilities independently with only general supervision.
- Ability to multi-task under deadlines and work well under pressure.
- Excellent computer skills and proficiency with MS Office applications.
- Must be able to travel locally and statewide when employees return to the office.

## **Salary**

**\$55-\$65k depending on experience. Includes full health, dental, vision, and retirement benefits.**

## **To Apply**

Please send an email with subject "RDA Application" and a cover letter, resume, and work sample in one PDF attachment titled last\_name\_first\_name\_rda.pdf (e.g., Jimenez\_Jorge\_rda.pdf) to:

Jorge Jimenez

Director of Human Resources, Finance and Administration

[hr@advanceproj.org](mailto:hr@advanceproj.org)

Advancement Project California is an equal opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We are committed to building a diverse, equitable, and inclusive staff team. We strongly encourage applicants who are people of color, LGBTQ, women, people with disabilities, and/or formerly incarcerated people.