



Position Announcement
Research and Data Senior Analyst
November 2023

Organizational information:

At Every Texan, we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic, and gender equity, expanding opportunity *for every Texan*.

We are committed to focused and sustained action to dismantle racist systems, policies, practices, and ideologies. This commitment is ongoing and represents our desire to create and nurture an organizational culture that espouses anti-racism, equity and belonging for all. We also listen to the voices of Black, Brown, Indigenous and People of Color (BIPOC) communities to catalyze equitable outcomes for all, and we recognize, value, and uplift the dignity and humanity of all our staff and interns within our organization. We believe that living out our values as an anti-racist organization is critical to our mission. We stand against all forms of oppression, including transphobia, classism, sexism, ableism, and xenophobia. You can learn more about our work at everytexan.org.

Every Texan is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply. Every Texan is a proudly unionized workplace.

Position Summary:

The Senior Research and Data Analyst is a member of the Research and Data (R&D) team, which supports the organization's policy work through research and data tied to Every Texan's vision that all Texans are healthy, well-educated, and financially secure. The Senior Research and Data Analyst works closely with all members of the R&D team. The Senior Research and Data Analyst serves as a database administrator and data analyst to further Every Texan's vision for a more equitable Texas. The Senior Research and Data Analyst reports to the Director of Research and Data.

Roles and Responsibilities:



Database Administrator

- Collects and manages data from state and federal agencies and other data organizations for both internal projects and external data requests;
- Develops workflows to guide the continual updating and use of key database systems housed at Every Texan, such as the Texas Kids Count Project and Kids Count Data Center; and
- Performs regular quality assessments to ensure integrity and value of existing data.

Data Analyst

- Analyzes data and produces regular reports, briefing papers, and information alerts that are data-based, timely, credible, persuasive, and easily understood by the public;
- Develops and maintains extensive knowledge of national, state, and local data sources;
- Conducts data analysis and visualization to support internal requests and external projects;
- Supports research and data best practices as it relates to racial equity; and
- Provides data support and technical assistance to policy staff.

Data Educator

- Writes and presents on data findings, using best practices for messaging equity data and policy priorities.
- Authors or supports the authoring of blogs, briefs, and data reports as a listed author and develops a portfolio of expertise.
- Assists with data requests from stakeholders and media; and
- Represents Every Texan in public venues, coalitions, and colleague networks as needed at the discretion of the Director of Research and Data.

Other

- Assist with management of large data projects, which may include fee-for-service work with external clients;
- May supervise or co-supervise an intern to assist with Research and Data team projects and duties;
- Engages actively in the organizational life of Every Texan; and
- Other duties as assigned.

Required Qualifications

- Bachelor's degree in related field and a minimum of 4 years of relevant post-college work experience (may include internships), or Master's degree.
- A demonstrated commitment to Every Texan's mission of strengthening public policy to expand opportunity and equity for Texans of all backgrounds.
- A demonstrated ability to be self-motivated and adaptable, and to work independently and as part of a team.
- Strong writing, editing, and presenting skills, including the ability to explain complex data analyses to a variety of audiences.



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- Strong analytical and critical thinking skills, intellectual curiosity, and initiative.
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and ability to complete projects under time constraints.
- Experience with quantitative research methods.
- Experience creating and delivering public presentations of complex data.
- Strong Experience with statistical software (e.g. R).
- Strong experience with mapping and spatial analysis (eg. ArcGIS)
- Strong experience with visualization software (e.g. Tableau, PowerBi).
- Strong understanding of statistical methods and terminology (e.g. margins of error, confidence intervals, complex survey data, random sampling, etc.)
- Experience working with complex survey design

Bonus Qualifications

- Experience with the Census Bureau's multiple data sources and systems.
- Experience with statistical modeling

We understand that some great candidates will not meet every qualification on this list. We encourage those interested to apply, even if you're missing some of the qualifications mentioned.

Status:

- Full-time (40 hours a week)
- Permanent
- FLSA Exempt
- This is a bargaining unit position.
- This position is Texas-based. Every Texan offers a flexible work schedule where employees can request remote work with approval from supervisors when physical presence is not required.

Compensation: The starting salary range for this position is \$69,500 - \$89,500 annually and has a target state date of January 2024. Every Texan offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement contributions, and generous vacation, leave, and holidays.

To apply: Please email (subject line: Senior Research and Data Analyst) a cover letter, resume, and two references to apply@everytexan.org by November 30, 2023. The cover letter should describe your interest in the position and include an explanation of your connection to our mission, how your experience meets the minimum qualifications, how you are prepared for the responsibilities outlined in the job description, and links to your work. Please email applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Thank you!



Every Texan is an Equal Opportunity Employer