

**Hebrew at the Center
Data Manager and Analyst
Job Description**

The *Hebrew at the Center* Data Manager and Analyst collects, manages, and analyzes organizational data to effectively ensure a high level of data accuracy, identify trends, and provide the professional team and field valuable information to better understand the field and guide decision making. Main duties include developing effective systems for data collection, cleaning, and list management, working with colleagues to include data gathering and analysis as a normative practice, and helping prepare content for periodic internal and external reports. This professional will also assist in the development of standards for internal evaluation of HATC and its work. We are searching for a creative and capable analyst who can ensure our organization is making data a central component of its work with individuals, schools and other organizations, and the broader field of Hebrew language education.

The duties and responsibilities of a data analyst include more than collecting and analyzing data. They also must make this data accessible to those who need the information to advance the organization's work and mission. Reporting to the Chief Executive Officer, the Data Manager and Analyst will:

- Establish effective systems for data collection based on the needs of the organization and the field
- Using data mining to extract information from data sets and identify correlations and patterns
- Organizing and transforming information into comprehensible structures
- Using data to predict trends in the customer base and the consumer population as a whole
- Performing statistical analysis of data
- Using tools and techniques to visualize data in easy-to-understand formats, such as diagrams and graphs
- Preparing reports and presenting these to management or clients
- Monitoring data quality and removing corrupt data
- Assist leadership in the development of internal metrics and measurements for evaluation of HATC's work
- Participate in global staff and all-staff meetings
- Participate in a regular process of performance reflection and evaluation
- Complete additional duties as needed to ensure that we reach HATC's strategic goals

We will be excited to meet a candidate with the following experience, skills, and attributes:

- A minimum of 5 years of experience in the field of data management and analysis, ideally in educational setting
- An academic degree in a relevant field such as mathematics, statistics, data analysis, sciences, public health or educational leadership
- Demonstratable experience working with CRM that supports organizational fundraising, communications, and list management functions
- Experience in creating presentations to make data accessible for various audiences
- Strong written and communication skills in English; additional skills in Hebrew a plus
- Ability to strategize, plan, and manage/coordinate projects with attention to detail
- A highly motivated and self-directed individual who also appreciates working with a team of professional colleagues and a range of stakeholders

The Data Manager and Analyst will begin as a flex-time position and can be located anywhere and is twenty-five percent FTE, based on a 100% FTE annual salary of \$78,000-80,000, commensurate with experience. This position is to be filled by September 2021 or soon after. To apply: Please send a resume and cover letter to: Rabbi Andrew Ergas, CEO, *Hebrew at the Center*, andrewe@hebrewatthecenter.org.