



DATA ANALYST

About Us:

The Research and Evaluation Group (EvalGroup) is a team of researchers and program evaluators that are dedicated and committed to providing our clients with necessary and valuable data and information to make informed decisions to improve their programs and organization. We provide data-driven analysis to help organizations understand the results of their programs and initiatives—and translate that data into actionable improvements. Our expertise spans a wide range of social impact areas, such as healthcare, social services, community development, educational achievement, arts and culture, and violence prevention. Consulting services provided by our firm include program evaluation, coordination, strategic planning, community engagement, communications, and capacity-building.

Data Analyst Responsibilities:

Under the direction of the Project Manager, the Data Analyst will be responsible for assisting the evaluation team with the execution of the evaluation plans and meeting client/contractual deliverables. This includes, but is not limited to:

- Developing and executing analytical methods that are accurate and factual, and reports data findings that are compliant with federal and state regulations and/or institutional policies.
- Working effectively within a group setting in areas of design of data collection instruments, database management, analysis of data, and creation of reports and data dashboards
- Performing advanced statistical analyses and testing assumptions in primary and secondary datasets; Interpreting statistical outputs, creating tables and graphs from statistical output
- Interpreting and presenting data descriptions and analysis results including the explanation of techniques used, the assumptions made and the generalization of results; Translates data findings for both technical and non-technical audiences
- Documenting methods and results through creation and maintenance of standard documentation artifacts including data dictionaries, standard operating procedures and analysis methodology descriptions.
- Performing analysis of data and communicates results in a concise manner; Synthesizing data findings in graphics and written technical reports and presentations; writing analysis of qualitative and quantitative data

Qualifications:

- Bachelor's degree required, advance degree preferred in Statistics/Biostatistics/Public Health/Epidemiology/Economics with 1-2 years of experience in research and evaluation.
- Significant experience in quantitative analysis skills and knowledge of SPSS, Stata, R, Tableau or other statistical analysis software;
- Extensive advanced Microsoft Excel skills (pivot tables, macros, etc.) also desirable.
- Experience with databases, social network analysis, or innovative data visualization techniques are a plus
- The ability to anticipate realistic timelines (without over- or under-estimating); to set one's own project timelines; and to maintain 100% accountability for working within established timelines, i.e., self-directed

Position Type: Part-time anticipate 20 hours per week (Compensation based on experience\$18-\$25/hour)

Location: Primarily remote/ Virtual within the USA. Preference to North Carolina, South Carolina and/or Georgia

To Apply: To apply for this position, send your resume and a cover letter that clearly discusses your experience and its applicability to the position. Send emails to hr@evaluation-group.com. Include 'Data Analyst' in the subject header. Also, visit our website to complete the [Job Application](#) at www.Evaluation-Group.com.

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