

Analytics Team – Analyst

DUTIES & RESPONSIBILITIES

- **Research & Analysis**
 1. Analyze data to provide actionable insight to clients.
 2. Create charts and graphs to explain the analysis.
 3. Conduct multivariate analysis such as regressions, clusters, Bayesian, conjoint
 4. Use R, Tableau and java script to create visualizations.
 5. Design and operate python programs to access data API to download various social media data
 6. Maintain large scale database of survey responses.
 7. Standardize and store internal and externally-sourced survey data
 8. Assist in the designing and implementation of research programs
 9. May present findings of data analysis to clients
- **Project & Client Management**
 1. May correspond and follow up with clients

EDUCATION

- Bachelor's degree or equivalent experience in relevant field (including, but not limited to, political science, public policy, international relations, statistics, math, business)

KNOWLEDGE, SKILLS & ABILITIES

1. Experience using R required
2. Familiarity with Stata preferred
3. Familiarity with Tableau preferred
4. High level of attention to detail
5. Previous experience working with survey data required
6. Previous experience analyzing survey data required
7. Knowledge of multivariate analysis required
8. Basic knowledge of quantitative research design
9. Adaptability to changing situations and needs, both internal and external
10. Ability to collaborate effectively with all levels of staff and respond rapidly to requests for data
11. Ability to delegate
12. Basic knowledge of campaign structures and processes