

## LIMITED TERM, PART-TIME POSITION: DATA ANALYST WORKFORCE DEVELOPMENT CORPORATION

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### Agency Description:

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

### About the Workforce Development Corporation:

The WDC is an independent 501(c)(3) not-for-profit created by the City of New York (the "City") specifically for the purpose of assisting the City in developing and funding workforce initiatives. In furtherance of this purpose, the WDC and SBS work in a partnership consisting of, among other things, jointly developing, funding and managing workforce and training initiatives, and resource sharing.

### About Industry Partnerships:

Industry partnerships, including the NYC Tech Talent Pipeline, work with employers, industry and trade organizations, organized labor, non-profits, training providers and educational institutions, private philanthropy, and workforce organizations to build a sustainable and robust pipeline of local talent to fill New York City's jobs, create formal career paths to good jobs, reduce barriers to employment and sustain or increase middle-class jobs. Other industry partnerships include the construction, healthcare, hospitality, and industrial fields.

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### Job Description:

The Workforce Development Corporation is seeking a Data Analyst to work with a variety of stakeholders within the NYC Tech Talent Pipeline industry partnership. Responsibilities will include conducting and presenting analysis of how agency investments are performing against critical indicators of impact. Among the primary focal points of this work will be refining critical questions related to the results of training, education, recruitment, and capacity building initiatives designed to prepare and connect New Yorkers to tech jobs. It is expected that the analysis produced will be used to inform internal and external partners on the collective impact of investments and how best to sustain interventions that have proven successful.

This is expected to be a part-time, temporary position. As a part-time, temporary position, this role is not eligible for benefits.

### Job Responsibilities

- Work with the NYC Tech Talent Pipeline's Director of Higher Education to perform a comprehensive analysis and evaluation of the "CUNY 2x Tech" five-year initiative using collected data.
- Organize and inventory available data to determine what questions can be answered with existing information.
- Pull, clean, merge, analyze, and visualize data relating to the "CUNY 2x Tech" initiative (including data from multiple datasets, platforms, years, and programs).
- Design a revised data collection plan for the NYC Tech Talent Pipeline's higher education initiatives moving forward.

### Preferred Skills:

- Ability to receive a business or programmatic challenge; work with partners to identify critical data required to respond to the challenge; and pursue a strategy for collecting and analyzing data to meet this need;
  - Demonstrated experience collecting, cleaning, manipulating, analyzing, visualizing, and presenting data;
  - Knowledge of modern analytical techniques and methodologies including Data Science and Machine Learning preferred;
  - Professional advanced proficiency with Excel and Google Sheets;
  - Experience visualizing analysis in Tableau or similar data visualization platforms;
  - Excellent organization skills and impeccable attention to detail;
  - Strong communication and writing skills;
  - Outstanding analytical, creative problem-solving abilities; enterprising self-starter and team player;
  - Proven ability to work well under pressure and adapt quickly to change; and
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### **How to Apply**

To apply for this position, please email your resume, cover letter, and examples of previous data analysis work products, including the following subject line: "Data Analyst – WDC", to [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov) .

Salary: \$28/hr.

Duration: April 1 Through June 30, 2022

NOTE: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services  
Human Resources Unit  
1 Liberty Plaza  
New York, New York 10006