

**Data Analyst**  
**Learn4Life, the Metro Atlanta Education Partnership**

FLSA Status: Exempt

Job Status: Full-time

Please send cover letter and resume to: [careers@L4LMetroAtlanta.org](mailto:careers@L4LMetroAtlanta.org).

**Job Description:**

The data analyst tracks key indicators along the cradle-to-career pipeline, as well as building relationships with regional data partners and school districts to understand and communicate both the state of education in the region and the impact of Learn4Life's efforts.

**Position Purpose:**

Learn4Life (L4L), the Metro Atlanta Regional Education Partnership, is made up of school districts, communities, businesses, and nonprofits. Driven by a shared belief that all children deserve the opportunity to reach their potential, L4L uses data to identify best practices at key milestones in a students' education. L4L then works with a variety of partners to scale these solutions, addressing academic achievement and workforce readiness for 600,000 students in metro Atlanta.

Reporting to the Executive Director, this role will be focused on the collection, management, analysis, and communication of regional education data for Learn4Life. In addition to providing annual benchmark data, the data manager will work with Learn4Life staff, Bright Spot organizations, and Change Action Network (CAN) members to both extract data for analysis and share data to drive decision-making.

**Essential functions of Position:**

- Synthesize relevant education data into clear messaging, outlining progress and outstanding challenges
- Develop relationships with data support organizations like Neighbor Nexus and GSU's Policy Link to ensure data is collected and analyzed to meet the needs of L4L
- Build data visualization for both written reports and oral presentations at large and small group meetings with various outside stakeholders including funding partners
- Coach, facilitate, and provide technical assistance to Learn4Life's CANs to achieve objectives and complete deliverables
- Contribute to StriveTogether's Data Managers Learning Circle to connect Learn4Life with the national network of data professionals, and to identify best practices in data management that could be adapted to Learn4Life
- Assist in other Learn4Life activities as needed

## **QUALIFICATIONS**

### **Experience:**

- At least five (5) years of experience providing data analysis and associated visualizations of education or education related-data
- Experienced at facilitation and facilitation planning
- Previous experience operating as a self-started in an entrepreneurial environment
- Experience providing support and working on multiple projects and tasks with limited oversight

### **Skills:**

- Skilled at translating complex ideas into an accessible format to drive decision-making
- Demonstrated competency with Microsoft Excel required, visualization tools such as Tableau encouraged.
- Exceptional interpersonal skills, including the ability to develop and maintain transparent and effective working relationships with diverse individuals and constituencies
- Ability to manage details and work independently
- Excellent project management and organizational skills
- Ability to provide a high-level of internal and external customer service

### **Education/Certification:**

- Degree (BA/BS or Masters)

### **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

*Learn4Life values diversity, equity and inclusion; therefore we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.*