



Data Analyst Fellowship (One Year) - Part-time

The Downtown Alliance is seeking a part-time Data Analyst Fellow. This 12-month paid position will be part of the Technology Services team and report to the Chief Technology Officer. The Data Analyst Fellowship role is an in-house consultant, looking holistically at the organization and within individual departments data needs. This role will focus on data visualization and storytelling to make our data come to life for our employees. The Fellow will use data analytics and visualization to analyze data sets such as Wi-Fi, building and retail, pedestrian and safety incidents data among much more to provide insights into the data the Alliance already collects. This role will also combine multiple data sets and help us understand data we are missing so we can get an even clearer picture of what is happening in our district and the services we provide.

The key objectives of this role are to:

- Using Tableau, build data visualizations that tell the story of our data for employees and constituents.
- Identify opportunities to deliver enhanced insights by combining data from disparate sources in a single analysis
- Encourage an even more data-driven culture through tools, training, and improved data
- Assess data available within Downtown Alliance and update existing centralized data glossary
- Create sustainable infrastructure and processes with automation, custom reporting to ease the burden on Downtown Alliance employees who manually process data

The ideal candidate is someone who is in graduate school and/or has experience with data, data storytelling, analytics, and visualization.

Requirements

- Tableau experience
- Experience with handling geographical data a plus
- Must know R (tidyverse), or other database/scripting languages
- Able to work with large, locally stored tabular data
- Organized and detailed oriented
- Familiar with Mac OS and G Suite
- Familiar with Salesforce a plus
- Candidate must be vaccinated for COVID-19 and submit proof

The salary range for this position is from \$20.00/hr to \$20.00/hr.

This position is eligible for overtime under the provisions of the Fair Labor Standards Act for any hours worked over 40 in a workweek. Employees accrue sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 40 hours of sick leave per calendar year.

The Alliance for Downtown New York is an equal opportunity employer. For more information about the scope of our work, please consult www.downtownny.com.

To apply, please submit your resume and cover letter to jschneider@downtownny.com.