

Job Opening: Senior Data Analyst
Type of Employment: Full-Time
Organization: GENDER EQUITY POLICY INSTITUTE
Posted March 3, 2022

The [Gender Equity Policy Institute](https://www.thegepi.org/) seeks a full-time Senior Data Analyst. Applications will be accepted on a rolling basis until the position is filled, with interviews beginning the week of March 14, 2022.

The Senior Data Analyst will conduct quantitative research and is a key member of the data and research team. Their primary responsibilities will be to assist with study design and planning, collect and analyze data, and contribute to the Institute's publications and presentations. The position reports to the Director of Data Analysis.

The Gender Equity Policy Institute is a nonprofit think tank dedicated to advancing opportunity, fairness, and equity for all people through research and education exposing the gender impacts of the policies, processes, and practices of government and business. We conduct and publish research on the best practices for advancing gender equity. We analyze and rate public policies and business practices to identify the effects on people of all genders, with particular attention to the impacts on groups, such as women, people of color, and LGBTQ+ people, who have been historically disadvantaged by discrimination, systemic bias, and structural inequality.

Gender Equity Policy Institute is based in Los Angeles, California. Our office is located in the Arts District of Downtown Los Angeles. Staff are currently working in Los Angeles and remotely across the United States. We will continue to support both hybrid and fully remote work going forward, and we encourage applications from people located anywhere in the United States.

Responsibilities:

- Collect, clean, and perform advanced manipulation of public data to assess gender impacts of government policies
- Identify the relevant government, public, or private datasets for answering research questions
- Design research proposals and data collection plans that meet high standards of rigor
- Conduct advanced statistical analysis of data
- Problem-solve and troubleshoot data-related concerns. This includes but is not limited to debugging code, creating coding rules and logic-based variables, and confirming code works as described in research protocols.
- Produce tables, graphics, and maps of research findings for Institute's published reports
- Write up findings for briefs, reports, and presentations

- Assist with project management tasks, such as research timelines, contract deliverables, and routine reporting
- Provide support for research and grant proposals, internal and external research meetings and events, and research management
- Support the work of Research Assistants by providing coaching, instruction, and feedback
- Perform other duties as assigned or needed to move forward the Institute's research agenda

Qualifications

The ideal candidate will have most of the following skills:

- Demonstrated experience applying the principles, processes, and methodologies of quantitative social science research (causal inference, statistics, basic regression modelling)
- Advanced experience with statistical/programming languages. R is preferred, but STATA or Python will be considered.
- Experience with visualization software (Tableau) and packages (ggplot2)
- Experience using state and federal data sources (e.g., Census, ACS, CPS, BLS) or prominent social science surveys
- Excellent critical thinking and problem-solving skills
- Ability to work both independently, seeking solutions and taking initiative, and as a member of a team
- Excellent written and oral communication skills
- Excellent attention to detail
- Master's degree in relevant field such as data analytics, statistics, or social science field (e.g., political science, economics, sociology, public health) with training in quantitative analysis or 2-3 years of comparable work experience
- Must have legal ability to work in the US without sponsorship or assistance from the Institute
- Commitment to Gender Equity Policy Institute's mission

Compensation: The salary range for the position is \$60,000 to \$69,000 and will be commensurate with experience. The Institute provides health benefits, dental and vision reimbursement, and a generous paid time off package.

The Gender Equity Policy Institute is an equal opportunity, fair chance, affirmative action employer committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, prior history of arrest or conviction, citizenship status, caregiver status, or other categories protected by law.

To Apply: Candidates should email PDF files of a resume or CV and cover letter, highlighting their relevant skills and explaining their interest in working at the Institute, to: careers@thegepi.org with "Senior Data Analyst" in the subject line. Applications will be

accepted on a rolling basis, with interviews beginning the week of March 14. You are welcome to send a writing sample with your initial application, although it is not required.