POSITION DESCRIPTION: DATA ASSOCIATE
BOSTON, MA

Building Excellent Schools is an established national nonprofit organization committed to improving the academic achievement of students in the nation's urban centers. Our core program is the Building Excellent Schools Fellowship, a 12-month, full-time, comprehensive training program that prepares dedicated, hard-working, and talented individuals to design and open academically excellent urban charter schools.

As the organization continues to build, grow, and support schools across the country, it is looking for an urgent, data-driven, curious individual to join the team as a Data Associate. Reporting to and working closely with the Director, Data Analytics, and the Chief of Staff, the Associate will support collection, analysis, and reporting of BES school data that inform the objectives of the organization.

The Data Associate will complete a six-month project at BES, with the potential to transition into a full-time role with the organization.

RESPONSIBILITIES

- Build a comprehensive dashboard with achievement and enrollment data for all BES schools
- Create profiles to document the lifecycle of BES Fellows and schools from inception to current state of operation
- Research and document state assessment and charter school policy changes in BES territories
- Create case studies to inform and codify best practice in school operation, instruction, and growth
- Determine, map, and analyze the cost and impact of BES programming to inform strategy
- Collaborate with the development and communications teams at BES to provide and visualize data for grant proposals and BES publications.

QUALIFICATIONS

To be considered for and successful in this role, the ideal candidate must have:
- The ability to manage people, information, and deadlines with grace and urgency
- Excellent data and analytic skills using Excel, Access, and Tableau
- Strong visual analytic skills to communicate findings to a non-technical audience
- A bachelor's degree

To apply, please send a resume and cover letter to Tara Deonauth, Director, Data Analytics at tdeonauth@buildingexcellentschools.org.

BES trains high-capacity individuals to take on the demanding and urgent work
of leading high-achieving, college preparatory urban charter schools.