

Data Analyst Job Description

Description:

The Texas Democratic Party has launched Project Texas, an ambitious plan to register millions of voters so that the demographics of the Texas electorate match the demographics of the state. We're looking for someone who is detail-oriented and will learn fast in service of a Texas that better represents its residents. No degree is required to be considered for this role.

This is a good opportunity for someone with an organizing or other non-technical background and a passion for data to transition into a professional data role. This person will start working on Voter Registration, but will eventually have a role in designing, building and promoting adoption of all our data products.

We are looking for a generalist who can:

- Write SQL to analyze data and build reports or dashboards.
- Explain how a Texas Democratic Party data product works to stakeholders and collect feedback
- Meet with other teams at the Texas Democratic Party and discern what data support they need and how we can effectively support their goals. Become deeply versed in the quirks of Texas data.
- Learn to write Python-based data pipelines (with some coaching).
- Give effective feedback to others about their work: verbally, in writing or during code review

We want to invest in this person to grow within the party. Depending on the person's skill set and interests, this role could become more technical over time or become more focused on technical project management.

The Data Analyst will be responsible for working directly with other departments, county parties, and allied organizations to accurately track metrics and analyze them for insights. This position will report to the Data Science Director, and will be on the Data team. However, they will work in close collaboration with the Political Department and other stakeholders across the organization. This is a cycle position, with employment through November 2022.

Core Responsibilities:

- Implement solutions to accurately collect and track metrics across the organization; analyze metrics for actionable interdepartmental takeaways.

- Understand how data products and programs interface with other teams; collect feedback from end users, internal teams and consolidate feedback into a format that the development team can iterate based on.
- Build analytics or reporting tools for other teams to help them be data-driven. For example, building visualizations or reports for the political team or other stakeholders.
- Perform rapid analysis, such as A/B testing, between programs and advise on where to spend the next dollar for maximum impact
- Project manage complicated programs involving multiple organizations
- Additional duties as assigned

Additional Responsibilities:

- Data visualization (Google Data Studio, Google Sheets etc...)
- Learning DVC platforms and providing advice on best practices
- Providing data support to other internal teams
- Other data / tech duties to support geographies / districts, including VAN administration, creating phone banks, managing texting programs

Required Skills:

- Data analytics in excel, Google Sheets, and SQL
- Willingness to learn political tools
- Strong written and verbal communication skills, and experience explaining technical concepts to both technical and non-technical audiences

Preferred Experience:

- Experience with Python, Gitlab / Github, and SQL
- Political or electoral experience, including having volunteered with campaigns
- Familiarity with VAN, Hustle, ThruText, Mobilize, and other progressive voter contact tools

Start Date: November, 2021

Employment Type: Cycle

Location: Austin

Salary: \$48,000 - 54,000 annual salary

How to Apply: txdem.co/apply-da