



## **Data Analyst - Part-Time Contracted (year 1)**

The Gemma Project is seeking skilled, passionate, and dedicated individuals eager to contribute to our mission of providing and promoting the national creation of gender-responsive jail reentry programming for incarcerated and formerly incarcerated women. The Gemma Project is a trauma responsive, female-led organization that centers integrity and compassion in all the services we provide. Join our team to help us reduce recidivism, break the intergenerational cycle of incarceration, and create healthier communities.

### **Physical Requirements:**

This position is expected to be a part-time contracted remote position for the first 12 months and transition into a full-time benefitted position approximately by year two. This position can primarily remain remote but requires periodic travel to various locations throughout the United States to support replication sites. This position requires some work within in-custody jail settings and access to sensitive and protected data and therefore requires but is not limited to completion of Live Scan fingerprinting, and Tuberculosis testing prior to hire and ability to abide by all in-custody rules as it relates to attire, personal belongings, materials, conduct, and use of sensitive data.

### **How you'll fit in:**

You'll be a great fit for our team if you are a skilled, motivated Data Analyst committed to playing a critical role in enabling The Gemma Project and our clients to make data-driven decisions to improve the lives of justice involved women. The Data Analyst is responsible for collecting, analyzing, and interpreting data from various sources to provide insights, recommendations, and reports to both internal and external interested parties. Candidates must have experience with data management, tracking, cleaning, and conducting quantitative and qualitative analysis as well as tracking local, State, and national criminal legal system related policies and trends especially as it relates to gender. This role includes providing data analysis for The Gemma Project's in-custody and reentry programming in addition to providing guidance and technical assistance to State, Tribal, and local agencies, nonprofits, and reentry service providers as they develop and replicate The Gemma Project model in their own jurisdictions. The data analyst will also work with the team to develop products, such as guides, webinars, and trainings that share knowledge learned through technical assistance with the field at large.

This position reports to the Executive Director.

**What you'll do:**

- Work with Executive Director to define, plan, and execute data strategy for the entire organization
- Collect, analyze, monitor, and draw insights from direct-service site data to support continuous quality improvement of program
- Conduct simple statistical analyses to inform business decisions
- Develop easy-to-use dashboards as well as comprehensive reports to communicate results of direct service as well as replication sites clearly and effectively
- Support and participate in technical assistance to local leaders; program administrators; and service providers across the country, including virtual and in-person meetings, trainings and group learning sessions, and information requests
- Develop materials to support policy briefs, research memos, grant reports, presentations, and webpages—that concisely and clearly describe programmatic activities, challenges, innovations, and lessons for the field to policymakers, criminal legal system practitioners, and funders
- Monitor timelines and deliverables to ensure that responsibilities to clients and funders are met in assigned project areas
- Identify new and emerging reentry, criminal legal system, and gender-specific trends and potential impacts
- Ensure that the Executive Director is aware of relevant project developments and that other work in the field is leveraged to advance project goals
- Participate actively in staff discussions and strategic planning meetings
- Perform administrative and clerical duties necessary to the position
- Maintain facility, equipment, and materials
- Attend other meetings as assigned
- Regularly communicate and coordinate with Executive Director and report any concerns
- Support related fund development activities as needed or assigned
- Perform outreach activities related to Program as needed
- Other duties as assigned

**What you'll bring:**

- Passion for The Gemma Project's mission and empathy for the unique challenges facing incarcerated and formerly incarcerated women
- Commitment to positively contributing to a diverse, equitable, inclusive, and trauma responsive organizational culture through self-awareness, cultural humility, and valuing others
- Dedication to supporting and celebrating female identified individuals in their healing, development, and contributions to the community
- A reputation for a high standard of honesty, integrity, and professionalism
- A curious, detail-oriented, and analytical mindset focused on answering important questions and using data to solve problems and change lives
- The ability to create and maintain collaborative relationships across other functional areas

to solve problems, and improve programs, systems, and outcomes for participants

- Receptivity to feedback and ability to ask for and accept help
- The ability to find joy in our work, contribute to optimism, and celebrate individual and team achievements
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise, accessible way, and capability of delivering difficult information using tact and diplomacy
- Strong research, writing, and editing skills including ability to write narrative and statistical reports and distill complex information clearly and concisely for a general public audience
- Strong detail-oriented, organizational, schedule management, project management, and problem-solving skills with excellent multi-tasking abilities
- Be a self-starter, who is responsible, motivated and able to set and meet goals and deadlines
- The ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects/jurisdictions
- The ability to interpret and apply a variety of laws, rules, regulations, standards, and procedures.
- Ability to compile financial and operational data and to analyze charts and reports and statistical and budgetary statements
- Ability to work both independently and collaboratively with a wide range of constituents
- You have experience with statistical analysis in standard software
- Bonus points for experience working with government organizations and/or criminal justice/criminal legal systems
- Demonstrated knowledge of corrections, community supervision, and community-based reentry practices and criminal justice policy
- Demonstrated knowledge of health, housing, or economic mobility (including workforce development and education) policy and programs a plus
- Excellent analytical skills and ability to evaluate investigations to ensure fact-finding is thorough and conclusions are sound
- Willingness to travel, up to several times per year, to deliver technical assistance in States across the country
- Reliable and secure internet/data connection and flexibility
- Ability to manage a project from start to finish with focus, organization, persistence, and flexibility
- Demonstrated ability to perform neutral and objective analyses of incidents, policies, and information
- Experience and fluency in Microsoft Office software programs, including Word, Excel, and PowerPoint, and Google Suite as well as Graphic design software experience.

## **Qualifications**

- 3 – 5 years of relevant combined education and/or experience in related field
- BA in public policy, public administration, criminal justice, or related field; master's degree preferred
- At least three years of experience in technical assistance and/or data analysis, in combination with work experience in criminal justice/criminal legal, and/or reentry services
- Experience with data collection, analysis, reporting, and social science methodology strongly preferred
- Knowledge of criminal legal system procedures, policies, practices, and trends
- Significant experience working across governmental, Tribal, non-profit, and/or community-focused organizations to implement programs and policies
- Demonstrated project management experience
- Familiarity with public relations
- Practical understanding of research methods and developing and implementing policies and programs
- Experience working with sensitive and confidential information

## **How you apply:**

Please email the following elements to: [cynthia@thegemmaproject.org](mailto:cynthia@thegemmaproject.org)

- Cover letter describing your interest in this position and how you would contribute to The Gemma Project
- Resume
- Sample of your work: report/presentation
- At least three references who can attest to your ability to be successful in this position

We will consider all paid and unpaid experience relative to this position, including internships, fellowships, and volunteer activities.

## **Compensation**

The Gemma Project believes that pay equity and pay transparency advance workplace fairness. Compensation will be equitable and based on experience. The salary range for this part-time contracted position is \$37,370 – \$42,370 annually.

The Gemma Project recognizes the impact human services work can have on service providers and aims to take care of our staff and those we serve by paying a living wage, providing health benefits and a retirement program, maintaining reasonable workloads and work hours, reinforcing professional boundaries, and centering professional development. We are a trauma responsive culture in which we demonstrate for those we serve that we value all people in the work we do. The Gemma Project hires skilled, dedicated, innovative and passionate people and gives them opportunities to grow and succeed.

Diversity, Equity, Inclusion, Belonging & Equal Employment Opportunity Statement:

The Gemma Project affirms that inequity is detrimental to our staff, our participants, and the communities we serve. Together, we unite for equity in our goal to impact lasting change through our actions. The Gemma Project is committed to equal employment opportunities regardless of any protected characteristic, including race, color, genetic information, creed, national origin, religion, sex, affectional or sexual orientation, gender identity or expression, lawful alien status, ancestry, age, marital status, or protected veteran status and will not discriminate against anyone on the basis of a disability or history of justice system involvement.

