



Data Analyst

Enroll Indy is a nonprofit organization focused on streamlining the school enrollment process in Indianapolis. Our mission is to help families choose schools that meet their children's needs by providing a one-stop enrollment process, school information that is relevant and easy to understand, and data to inform on policymakers where improvement is most needed in Indianapolis. We believe that all students deserve to go to a great school that meets their unique needs, and we are working toward making this process easier for families.

In November 2016, we launched a School Finder (find.enrollindy.org) tool that families can use to find schools in Indianapolis that fit their child's needs. Additionally, we will be launching our unified enrollment (UE) system in November that will consist of a centralized enrollment process for Indianapolis Public Schools (IPS) and most charter schools in the city. Enroll Indy offers the opportunity to be a part of a small team that is working on a large-scale policy implementation that will have a big impact on families in Indianapolis. This role will report to the Manager of Technology and Operations.

Roles and Responsibilities

General

- Report directly with the Manager of Operations and Technology to assist with day-to-day system management, data analysis, and customer service
- Assist with managing all technical systems including (but not limited to) Salesforce, Excel, GIS, and Google Analytics
- Many of our internal processes are still being developed, so this role will include suggesting and developing efficient ways to manage our systems

School data collection and preparation

- Train both school leaders and families on how to use our systems
- Serve as a secondary point-of-contact for all schools participating in system to collect school-level data and clean/prepare it for UE system
- Respond to any technical or data questions from school representatives

Data analysis, cleansing, and macros

- Cleanse and troubleshoot large data sets using excel formulas such as (IF, VLOOKUP, MATCH, INDEX etc)
- Utilize Pivot Tables to analyze data and to guide decision making
- Write and run Macros and VBA to streamline processes of getting data from aggregate to school level

System management

- Manage application data by ensuring all applications are complete (contacting families if there are any data errors)
- Test and troubleshoot enhancements to the School Finder and the Unified Enrollment platform
- Perform some system administrator duties

Report Building

- Develop and run system-level reports with basic data on UE results, including family participation rates and percentage matched to top choice
- Support school leaders through building reports and dashboards through Salesforce
- Create school-level Salesforce dashboards to improve school user experience

Preferred Knowledge, Skills, and Abilities

- Bachelor's degree required
- Superior and demonstrable problem-solving, analytical, and quantitative skills combined with an inquisitive, investigative nature
- Proficient in Excel with experience developing and maintaining Macros
- Capable of cleaning, analyzing, managing, and processing large data sets using complex excel functions
- Experience with Salesforce or a similar database is preferred
- Strong communication skills and the capability to synthesize complex data into easily understood e-mails
- Ability to gather client feedback and customize Salesforce reports and dashboards that serve each client's need
- Experience with GIS is a plus
- Experience with Google Analytics is a plus
- Commitment to finding a quality education for each student in Indianapolis
- Knowledge of Indianapolis' complex education system is a plus

Our preferred start date for this role will be late August or early September 2017. Salary will be commensurate with experience. If interested, please send a resume and cover letter to Dan Clerget (dan@enrollindy.org).