

## PROJECT DATA ANALYST

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### Job Summary:

Transform Consulting Group is seeking a team-oriented professional to provide data analysis, data visualization and project management support for a growing consulting firm. The Project Data Analyst will support the team of consultants to complete data analysis and visualizations for client accounts. Our client accounts include non-profit organizations, government agencies, schools and foundations. The industries we work in include education and human services. While the company's main office is in Wabash, Indiana, the selected candidate can work remotely within Indiana and travel as needed.

### Essential Functions

- Interpret data and analyze results using statistical techniques
- Develop and implement data collection systems, data analytics and other strategies to complete data analysis projects
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Create surveys and assessment tools to gather quantitative and qualitative feedback
- Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- Create data visualizations (charts, tables) for client reports and presentations
- Assist in the development of written reports and prepare presentations that summarize data
- Develop and maintain interactive data dashboards using Tableau data visualization software
- Develop training tools and procedures for data tools and dashboards created
- Provide data related trainingsBe a resource and advocate for data with clients by teaching and empowering others to use data
- Lead data related client meetings
- Other duties as assigned

### Education and Experience

- Bachelor's degree in Business, Mathematics, Computer Science or related field required
- 3-5 years of experience in data analysis and data management

### Knowledge, Skills and Ability

- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Technical expertise regarding survey design, quantitative and qualitative data analysis, data mining and segmentation techniques
- Experience using data to generate clear and effective recommendations
- Ability to translate “data speak” to external teams, such as program staff, marketing

- Experience using data visualization software, such as Tableau or Microsoft Power BI, to create visually appealing graphics, reports, and dashboards
- Ability to be creative and think around problems
- Adept at completing multiple tasks and meeting deadlines in a fast-paced environment
- Strong analytical and problem-solving skills
- Possess end-to-end project management skills moving concepts through design, development, implementation and continual improvement
- Strong team orientation and ability to work effectively in collaboration with diverse groups of people
- Ability to interact effectively with people from diverse backgrounds
- Ability to communicate effectively, verbally and in writing
- Strong computer literacy skills: MS Office, Google apps, and Survey tools (Survey Monkey, Google Form)
- Self-motivated and able to work independently
- Must be excited about the causes, clients and industries we serve

### **Salary/Benefits**

Salary is \$45,000 to \$55,000. Employee medical, dental, vision and life coverages are provided at no cost. A 401k plan with a match is also provided.

### **To Apply**

Interested applicants should submit a cover letter, resume, and work sample to [a.lopez@transformconsultinggroup.com](mailto:a.lopez@transformconsultinggroup.com). Questions or inquiries may be submitted to this email address as well.

**We are an equal opportunity employer committed to creating a diverse and healthy workplace.**



**TRANSFORM**  
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