Part-Time Data Assistant
Location(s): Central, Remote
Part-Time Opportunity

Duties and Responsibilities:

Queens Public Library (QPL) is committed to integrating equity, diversity and inclusion principles in our programs and library services, as well as within our internal support systems and practices, which include the areas of staffing, marketing, outreach, collections, programming, promotions and mentoring.

The Part-Time Data Assistant will be responsible for data collection, data entry, formatting, analysis, and visualization of library services and programs pertaining to early childhood learning and other sectors, such as health, school readiness, workforce development, adult learning, and new Americans. This role will assist with implementation of key pilots and initiatives aimed at improving system-wide data collection and analysis of programs, advancing equity-infused, data-driven practices and services. This position will collaborate with staff, assisting in the creation of data presentations, reports, dashboards, and maps that effectively communicate findings from analyses. This is a temporary grant-funded position through August 31, 2022. Performs other duties as required.

Data presentation

Assists in development of PPT presentations and reports that effectively communicate and summarize trends and patterns of data pertaining to QPL's programs and library services. Assists in development of surveys, evaluation frameworks, logic models, and performance metrics pertaining to QPL's programs. Fulfills other related data, assessment, and evaluation requests from staff (as needed). Creates visually appealing charts, graphs, tables, maps, and Power BI dashboard templates with actionable insights and data storytelling. Attends webinars on relevant subject content (data analysis, implementing equity principles in data collection, etc.) and summarize key takeaways. Organizes summaries and slides from webinars into an accessible folder on the intranet for staff to access. Maintains and updates on an ongoing basis.

Data analysis and research support

Cleans and formats large volumes of data, ensuring accuracy and consistency in data integrity. Analyzes data and identifies trends, insights, and key takeaways. Summarizes findings. Supports maintenance of data linkages to dashboards. Conducts literature reviews and summaries of best practices of early childhood learning programs, synthesizing best practices at other library systems to consider for adoption at QPL. Consolidates data documents, spreadsheets, and code scripts into GitHub

Project Management and Administrative Support

Provides data analysis, project management and administrative support in design and evaluation of QPL's early childhood initiatives and other program areas. Provides project management support to the Early Learning consultant, Senior Manager of Organizational Assessment, workgroup members of the President's Council on Racial Equity (PCRE), and other QPL leadership. Takes meeting notes and track next steps. Provides assistance with tracking deliverables and creating PPTs that summarize progress and related data of select projects. Assists with implementation of the community partner database pilot (i.e. collecting partner contact lists from staff, collating and formatting data).

The rate of pay for this position is $25.00 per hour.
Varied schedule with a maximum of 17 hours per week.
100% remote work.
Part-time positions do not offer any medical or health benefits.

Qualifications:

Bachelor's Degree required. A minimum of one (1) year of experience collecting, parsing, and wrangling data. Experience using R to write code scripts to clean, format, and analyze data preferred. Proficiency in Microsoft Office Suite, particularly Excel and Google Suite platforms (Docs, Slides, Sheets, etc.) required. Familiarity with an enterprise Business Intelligence tool (e.g., Tableau, PowerBI, Google Data Studio, etc.) required. Experience with creating visualizations and stories from data required. Familiarity with survey tools, such as SurveyMonkey and Google Forms required. Must be highly organized and detail oriented. Must have excellent oral and written communication skills.

About Queens Public Library:

Queens Public Library is a national and international leader in the delivery of public library service. Our mission is to transform lives by cultivating personal and intellectual growth and by building strong communities. Queens Public Library welcomes innovators and leaders to contribute to a long history and dynamic future of serving the most diverse county in the United States. Queens Public Library is a private, non-profit corporation with 1,700 employees serving 66 locations.

To Apply:

Please send your resume and cover letter to Josephine.Lew@queenslibrary.org and reference "**Part-Time Data Assistant_EXT**" in the subject line. Resumes will only be accepted by email.

The Queens Public Library is an Equal Opportunity Employer