



## Job Description

**Position:** Data Specialist  
**Reports to:** Chief Impact and Innovation Officer  
**Status:** Exempt  
**Hours:** Full-Time/Onsite/Minimum of 40 hours per week, occasional weekends and evenings required for special meetings or events.

**Organizational Description.** North Lawndale Employment Network is a comprehensive workforce development agency on Chicago's West Side dedicated to advancing the economic outcomes of the community's residents through innovative employment initiatives, including our social enterprises. In August 2021, North Lawndale Employment Network transitioned to a new campus which features a premier community café for residents and stakeholders.

**Our Mission:** To improve the earning potential of the North Lawndale community through innovative employment initiatives that lead to economic advancement and an improved quality of life.

**Opportunity.** We are seeking a highly skilled and detail-oriented Data Specialist to join our Nonprofit Organization Management team. As a Data Specialist, you will be responsible for managing and analyzing large datasets to support our organization's mission and objectives. Your role will involve collecting, organizing, and interpreting data to provide valuable insights and inform decision-making processes. The ideal candidate will have a strong analytical mindset, excellent problem-solving skills, and a passion for using data to drive positive change.

### Responsibilities:

- Collect, clean, and validate large datasets from various sources
- Organize and maintain databases, ensuring data accuracy and integrity
- Analyze data to identify trends, patterns, and correlations
- Develop and implement data collection and management strategies
- Generate reports and visualizations to communicate findings to stakeholders
- Collaborate with cross-functional teams to support data-driven decision-making
- Stay updated on industry trends and best practices in data management and analysis
- All other duties as assigned

### Qualifications:

- Bachelor's degree in a relevant field (e.g., Data Science, Statistics, Computer Science)
- Proven experience as a Data Specialist or similar role
- Proficient in data analysis tools and software (e.g., Excel, SQL, Python, Tableau, Salesforce)
- Strong knowledge of data management principles and best practices
- Excellent problem-solving and critical-thinking skills
- Attention to detail and ability to work with large datasets
- Ability to communicate complex data findings to non-technical stakeholders
- Experience in the nonprofit sector is a plus
- If you are a highly motivated individual with a passion for data and making a difference, we would love to hear from you. Join our team and contribute to our mission of creating positive social impact through data-driven decision-making.

### **NLEN Core Values**

#### **Neighborhood-focused employment initiatives are fundamental.**

Successful programs are neighborhood-focused and community-driven so they meet the specific needs of individuals.

#### **Quality of work matters.**

People who work hard should not be poor. A full-time job must meet basic needs and offer conditions for engagement, advancement, and respect.

#### **Economic mobility is essential to reducing poverty.**

Family supporting wages and financial literacy are core to addressing economic insecurity, which disproportionately affects African American, Latino, and other families of color. Economic insecurity is not only impacting the poor; it has grown to threaten the middle class. Self-employment and entrepreneurship are critically important economic mobility strategies to generate income and boost household finances.

#### **We must address the racial wealth gap and social inequality.**

The United States' history of racially charged public policy has created the modern racial wealth divide not just through the legacy of slavery and Jim Crow, but through the more recent race-based discrimination in hiring, housing subsidies, tax subsidies, and veteran benefits as well as other implicitly and explicitly racist public policies.

#### **Everyone deserves human dignity and empowerment.**

To uphold this belief, we do all of our work in a manner that values human dignity and eliminates shame, humiliation, and stigma by building on the strengths that help our participants and community survive loss and trauma and rebalance the power dynamic between participants and authority figures.