



National Disability Rights Network Job Announcement Data Reporting and Query Analyst

The [National Disability Rights Network \(NDRN\)](#), located in Washington, D.C., is currently searching for a Data Reporting and Query Analyst to support our data collection and data-driven decision-making processes.

This role primarily involves the collection, interpretation, and analysis of data originating from the national Client Assistance Program (CAP) and Protection and Advocacy (P&A) Network. The candidate will collaborate with NDRN teams such as legal services and IT to achieve business results. The ideal candidate will have a strong analytical mindset, proficient in data analysis tools, and excellent communication skills.

Who We Are:

[NDRN](#) is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for individuals with disabilities. P&As and CAPs exist in all 50 states, the District of Columbia, the five U.S. territories, and one affiliated with the American Indian Consortium in the Four Corners region. The P&A/CAP System is collectively the largest provider of legal services to persons with disabilities in the U.S.

NDRN provides training, technical assistance, and legal support to the P&A agencies, and undertakes legislative advocacy to create a society in which people with disabilities are afforded equal opportunity and can fully participate by exercising choice and self-determination.

Responsibilities:

- Collect, clean, and organize data from multiple sources to ensure accuracy and completeness.
- Perform exploratory data analysis to identify trends, anomalies, and patterns within the data.

- Develop and maintain data models, visualizations, and dashboards to present key findings.
- Collaborate with cross-functional teams to understand their data-related needs and provide data-driven solutions.
- Generate reports and presentations that effectively communicate insights and recommendations to technical and non-technical stakeholders.
- Assist in developing and implementing data-driven strategies to improve processes and decision-making.
- Continuously monitor data quality and work to resolve data discrepancies or inconsistencies.
- Stay up to date with industry trends, data analysis tools, and best practices to maintain data excellence within the organization.

Required Qualifications:

- Bachelor's degree in a related field (e.g., Statistics, Mathematics, Computer Science, or Data Science).
- Proven experience as a Query Analyst or in a similar role.
- Experience with database management and management reporting.
- Proficiency in data analysis tools and software (e.g., Power BI, Tableau, Python, R, Apache Spark, Domo, and Survey Monkey).
- Strong analytical and problem-solving skills.
- Excellent data visualization skills using tools like Tableau, Power BI, or similar.
- Ability to work with large datasets and complex data structures.
- Strong communication and interpersonal skills to effectively collaborate with various teams.
- Attention to detail and a commitment to data accuracy and integrity.

Preferred Qualifications:

- Knowledge of statistical analysis techniques.
- Experience with machine learning or predictive analytics is a bonus.

Location and Travel:

Location: Washington, D.C., however, NDRN will consider fully remote applicants for this position working outside of the Metro D.C. area.

If the candidate selected is from outside of the Metro D.C. area, the person will work remotely, compensated for travel to our office for onboarding purposes, company-wide strategic planning sessions, and annual conference. We provide technology to support your work.

The position requires some travel and occasional work on weekends.

Compensation and Benefits:

NDRN offers a competitive salary based on experience. Benefits include a health plan; Flexible Spending Account, transit and parking benefits; 403(b) retirement plan; paid vacation and sick leave, and at least ten paid holidays.

The **salary range** for this position is \$55,000 to \$65,000.

How To Apply:

Submit a cover letter, resume, and salary requirements attention: Zach Martin, Deputy Executive Director for Monitoring and Investigations. See closing date below for more information on NDRN's dates for reviewing applications.

E-mail to: dataanalystposition@ndrn.org (Subject: Data Reporting and Query Analyst); or

Mail to: 820 First Street, NE, Suite 740, Washington, DC 20002.

No phone calls please.

Closing date:

Candidates will be selected for consideration **on a rolling basis beginning on November 6, 2023**

No application will be considered after December 15, 2023.

Reasonable Accommodations:

NDRN provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us at hr@ndrn.org.

NDRN is an equal opportunity/affirmative action employer, and we prohibit discrimination and harassment of any kind. We celebrate diversity and are committed to creating an inclusive environment for all employees. Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Persons from diverse racial and ethnic backgrounds, and persons with disabilities are strongly encouraged to apply.