



Data Manager

Engage Miami & Engage Miami Civic Foundation

Position: Data Manager

Salary: \$ 47,500 - \$52,500

Location: Miami, Florida (currently remote)

Reports to: Deputy Director

ABOUT ENGAGE:

Engage Miami takes down barriers and builds bridges to equitable civic leadership through voter activation, meaningful civic education and leadership development, and effective local organizing and advocacy on the issues that matter to young people in Miami. Our mission is to build a more just, democratic, and sustainable Miami by developing a local culture of civic participation for young people that is bold, creative, and impactful.

JOB DESCRIPTION:

The Data Manager at Engage Miami will manage and maintain databases across the organization, support data needs for organizing, voter engagement, and special projects, collect data for regular reporting, and help develop unified reporting and analysis for all organizational activities. The Data Manager will be responsible for the development and use of the organization's data systems.

We're looking for an organized, inquisitive and driven individual with strong data and quantitative skills to create and strengthen data systems, provide training and support for staff, and provide research, reports and data visualization to illustrate the work of the organization or help it achieve its goals.

Core responsibilities will include:

Data Management and Quality Control 75%

- Proactively build and manage systems for data and metrics tracking to provide actionable information and accurate, up-to-date reporting to others in the organization
- Administer organizing and voter engagement tools (e.g. VAN, ThruText, ThruTalk, EveryAction, digital voter registration, etc.), including integration across platforms
- Ensure accuracy and comprehensiveness of data syncs between all organizing and voter engagement tools
- Lead on research and analysis of the voter file, districts, and other voter engagement related data and information to assist program planning and execution
- Conduct quality control processes to ensure compliance and accuracy, including for our voter registration program in collaboration with quality control staff

Other 25%

- Provide training and support across the organization to implement data processes
- Coordinate with leadership (and national partners where appropriate) to identify and resolve issues
- Coordinate with state partners as needed to ensure efficient use of resources
- Take part in team and staff meetings, planning sessions, trainings and developmental opportunities
- Create reports and data visualizations as needed
- Assist in executing research, experiments and special data projects as needed to help inform program planning and execution
- Collaborate and coordinate with other departments and staff in the organization as needed

Must Haves



- Have at least one cycle of political experience (not necessarily in a data role)
- Familiar with tools such as VAN, ThruText, ThruTalk, Reach, etc.
- Strong quantitative skills, including skills such as statistics, data programming, formulas in Google Sheets/Microsoft Excel
- Able to communicate complex quantitative information and analysis effectively to non-data team members
- Can manage several tasks/projects concurrently and prioritize work effectively
- Curiosity about our work and how to maximize the utility of data, and eagerness to learn and expand knowledge, including about how to advance equity and apply our values in our data work
- Strong critical thinking skills, especially as they relate to quantitative information and data analysis
- Ability to independently to solve problems and proactively implement solutions and innovations to maximize the helpfulness of data
- Strong aptitude for technology and ability to learn new programs or tools quickly
- Openness to feedback, direction, and collaboration with a commitment to proactive and thoughtful communication

Nice to Haves

- Prior experience in an electoral data role or a data role at a statewide organization
- Passion for youth organizing and increasing the electoral power of young people and people of color
- Formal educational background or training in fields related to political science, history, sociology, etc., or in statistics, mathematics, quantitative methods. etc
- Prior experience with Civis Platform before and/or know SQL, R or Python
- Can implement randomized controlled experiments

Individuals who are Black, indigenous, or people of color, individuals with disabilities, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

To Apply

Please provide your resume and an interesting piece of data (e.g. a fun fact, a cool learning from previous work, your favorite formula, the most interesting data visualization you've seen, etc.) that ideally, but not necessarily, you worked on. Please email all materials attached as a single PDF to hire@engage.miami with the subject line of "Data Manager Application."

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Benefits include: health, dental and vision insurance, generous PTO, flexible remote work policies, and a cell phone stipend.

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