## Now Hiring: Data Scientist

The North Carolina Coalition to End Homelessness is seeking a full-time Data Scientist. NCCEH is looking for a candidate that can excel at common responsibilities and skills contained in the Data Scientist position job description with a Data Center work plan. NCCEH hires for positions that have work plans that may change over time based on funding, agency priorities, and staff strengths. This setting allows staff to gain flexible skills while becoming experts in identified work areas.

## About NCCEH

The mission of the North Carolina Coalition to End Homelessness is to end homelessness by creating alliances, encouraging public dialogue, securing resources, and advocating for systemic change. NCCEH works with communities to address root causes of homelessness by developing and implementing data-driven strategies that are focused on permanent housing and appropriate services.

NCCEH staff work as a trust-based, collaborative team to create a dynamic, creative workplace that focuses on questioning the status quo in order to bring about systems change. The Data Scientist will increase our team's ability to improve program and system performance.

## Work During COVID-19

NCCEH has an office in Raleigh, NC. The majority of staff work from the Raleigh office, while a few staff work remotely from their homes. However, during the coronavirus pandemic, NCCEH staff are working remotely from home.

## How to Apply

Upload application at www.ncceh.org/joinourteam

Required application documents:

- **Cover Letter**
- **Resumé**
- **Reference List**
  Include 3 professional references and describe how you know the individual and how long you have known the individual.
- **Writing Sample**
  Include a writing sample (one or more pieces) that will provide an example of your professional writing. You may also submit other documents in addition to the writing sample to provide additional insight.

**Phone**
919.755.4393

**Web**
info@ncceh.org
www.ncceh.org

**Address**
P.O. Box 27692
Raleigh, NC 27611

# Data Scientist Job Description/Workplan

**Full-time, regular, exempt | Raleigh, NC with remote work arrangement possible**

At the NCCEH Data Center, we love solving problems, and we understand the power of data-driven policies to end homelessness. We support the work of homeless services systems throughout the state by collecting, managing, and analyzing data on homelessness. The ideal candidate is a well-rounded, critical-thinker with an ability to thrive in this type of fast-paced environment.

We are seeking a creative, team player who specializes in operational data analytics, modeling, and reporting. The ideal candidate will be able work closely with the Data Center team, leadership at NCCEH, and community stakeholders to develop and deliver data models, dashboards, key insights, and predictive analytics. NCCEH will hire a person with solid analytical, presentation, and communication skills and someone with the ability to enable others in telling a compelling story using data.

**Primary Responsibilities**

The Data Scientist reports to a Project Director and is responsible for the following:

- Help NCCEH use storytelling and data to build partnerships and develop a system to end homelessness in North Carolina
- Partner with internal and external teams to guide data modeling
- Work closely with key stakeholders to identify and prioritize development of key datasets
- Design effective visualizations that enable decision-making
- Extract, load, model, and reconcile large amounts of data
- Perform data audits and analysis to ensure accuracy and compliance with federal and state deliverable reporting requirements
- Review data to determine operational impacts and needed actions; elevate issues, trends, areas for improvement and opportunities
- Model data using MS Excel, Access, SQL, and/or other relational data bases/data warehouse analytical tools
- Use data to conduct operational and project planning for the homeless system
- Support the process, management, and governance of reporting and data sharing
- Assist with training and mentoring other NCCEH team members and revise procedural manuals as needed
- Partner with peers in the field to share best practices and promote consistency of approach

**Essential Skills**

- Commitment to social, racial, and economic justice and NCCEH's mission
- Commitment to high professional ethical standards
- Excel in relationship building, be results-oriented, and have strong communication skills
- Drive to meet high expectations and a history of getting things done despite obstacles
- Experience working in partnership with other staff and team members on specific project assignments
- Strong communication skills including speaking, writing, editing, and layout
- Strong tech skills, including learning and using new software
- Excellent listening, assessment, and problem-solving skills and a collaborative nature
- Ability to challenge and debate issues of importance to the organization and our mission

- Strong organizational skills with demonstrated critical, analytical, and lateral thinking
- Ability to produce key deliverables within tight timeframes and simultaneously manage several projects
- Ability to provide actional insights and guidance to decision-makers
- Ability to conceptualize future state data architecture
- Technical skills in data mining, cleaning, and integrations
- Proficiency with data storytelling and visualization
- Ability to think creatively, take initiative, and innovate
- Familiarity with programming languages

**Essential Knowledge**
- Knowledge of process improvement methodologies
- Knowledge on how to work with data systems and complex data sets
- Knowledge about how to implement data architecture best practices

This position involves sedentary work that primarily entails sitting/standing.

NCCEH is a registered 501(c)(3) nonprofit organization. NCCEH is committed to building a staff that reflects the community served by the organization's mission and strategic priorities. We invite applications from diverse candidates and will not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or marital status.