



Office of Violence Prevention Data Analyst

We are seeking an Office of Violence Prevention (OVP) data analyst to build data infrastructure and data sharing agreements across our community violence interventions (CVI). OVP works strategically to reduce community violence using data-driven partnership programs and strategies including [street outreach programs, hospital-based violence intervention programs, the Group Violence Reduction Strategy, peace fellowships, and crisis management systems]. OVP seeks to minimize the use of arrest and incarceration, deliver opportunities and services for people and groups at the highest risk of violence, and strengthen community-police relations. The OVP data analyst will be responsible for gathering, managing, and analyzing data; researching and interpreting policy and making recommendations to the OVP director; and communicating findings to multiple audiences and stakeholders.

JOB DUTIES

- Coordinate with key community-based organizations, service providers, law enforcement agencies, and city departments involved in CVI to gather data related to CVI.
- Create data sharing agreements between programs and stakeholders involved in CVI.
- Develop systems and infrastructure for managing qualitative and quantitative data.
- Conduct quantitative and qualitative analysis using publicly available datasets and manage the process of new data collection in support of OVP's goals.
- Write research and data analysis briefs and other communications materials that explain and advocate for CVI.
- Generate reports and briefs to update city officials and community partners on OVP's efforts.
- Represent the city in meetings and events with internal and external stakeholders to share data and report on the city's CVI activities.

REQUIRED SKILLS AND EXPERIENCE

- Bachelor's degree from an accredited four-year college or university in a related field, such as statistics, public administration, criminology, or a closely related field.
- Three years of experience in a government, public agency, or nonprofit organization in a role involving assisting with violence prevention or related community programs.
- Knowledge of issues related to community violence.
- Comfort working with people from a variety of backgrounds, ranging from high ranking city officials to the high-risk population.
- Ability to translate analyses into written products for a range of audiences.
- Ability to quickly learn new programs, systems, and policies
- Proficient in Microsoft Office and data management software.
- Excellent communication and public speaking skills.
- Excellent organizational and analytical skills.

This position is a necessary component of community violence intervention strategies including: street outreach programs, hospital-based violence intervention programs, the Group Violence Reduction Strategy, peace fellowships, and crisis management systems.

For more information on this job type, contact Cities United or the National Institute for Criminal Justice Reform or visit the national [OVP Network website](#).