POSITION 2: DATA ANALYSIS CLERK
Position Overview
The Data Analysis Clerk supports TXFPF's evidence-based advocacy by managing databases, analyzing community survey data, tracking campaign metrics, and producing reports that inform program development and policy recommendations. This role is essential to measuring impact and demonstrating community needs to funders, policymakers, and partners.

Primary Responsibilities
Data Collection & Management (40%)

- Input and maintain voter contact data from phone banking and canvassing operations
- Process responses from JP Court community surveys and housing justice questionnaires
- Create and manage databases tracking eviction case outcomes and court observations
- Organize client intake information for workforce development program (maintaining strict confidentiality)
- Clean and validate data sets for accuracy and completeness
- Develop data entry protocols and quality control processes

Analysis & Reporting (40%)

- Analyze survey results using Excel, Google Sheets, or statistical software
- Create visualizations (charts, graphs, maps) to illustrate findings
- Identify trends and patterns in community needs assessments
- Compile demographic data on communities served
- Track voter engagement metrics (contacts made, registrations completed, turnout rates)
- Measure program outcomes against established goals
- Prepare quarterly impact reports for board presentations

Research Support (20%)

- Conduct research on Harris County eviction rates and geographic patterns
- Gather comparative data on reentry programs nationally
- Research funding opportunities and maintain grant database
- Support policy research with data gathering and fact-checking
- Compile resource directories (legal aid, rental assistance, job training programs)

Learning Objectives

- Apply quantitative research methods to community-based research
- Develop proficiency in data management and analysis tools

- Understand statistical analysis and data interpretation
- Learn ethical data collection and privacy protection practices
- Create effective data visualizations for diverse audiences
- Translate data findings into actionable recommendations

Required Skills & Qualifications

- Strong proficiency in Microsoft Excel or Google Sheets
- Attention to detail and accuracy
- Basic understanding of statistical concepts
- Ability to work with sensitive and confidential information
- Organizational skills and database management capability
- Familiarity with data visualization tools (preferred but not required)

Ideal Academic Background
Statistics, Data Science, Public Policy, Economics, Sociology, Urban Planning, Public Health, Political Science
Projects & Deliverables

- Comprehensive analysis of JP Precinct 5, Place 2 community survey results
- Interactive dashboard tracking We Decide 2026 voter engagement metrics
- Geographic mapping of eviction filings in target neighborhoods
- Quarterly impact report template and data collection protocols
- Cost-benefit analysis for Bridge Forward Initiative components

Time Commitment: 10-15 hours per week