

CENTRAL REGION EDUCATIONAL COOPERATIVE



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Executive Director
Maria Jaramillo

CONTRACT POSITION

Job description- Data Analysis

Overview

We are seeking a skilled and detail-oriented Part-Time Data Analyst. The ideal candidate will be responsible for creating insightful reports and interactive dashboards using PowerBI to support data-driven decision-making. This role requires a strong understanding of data analysis principles, excellent visualization skills, and a proven ability to translate complex data into clear and actionable insights. Join us as a Data Analyst where you can leverage your analytical skills to make a significant impact on our business strategies!

Contract Details:

This is a part-time contract position. The contract ends on June 15, 2025, but may be renewed based on funding availability.

Compensation: \$35.00 per hour, excludes GRT

Duties

- Develop and maintain interactive dashboards and reports using PowerBI.
- Gather, clean, and analyze data from various sources to identify trends and patterns.
- Collaborate with stakeholders to understand reporting requirements and translate them into effective visualizations.
- Create and document data definitions, calculations, and reporting methodologies.
- Ensure data accuracy and integrity through thorough validation and testing.
- Troubleshoot and resolve data and reporting issues.

Qualifications

- 3+ years experience as a Data Analyst
- Proficiency in creating complex dashboards and reports in PowerBI.
- Experience with data cleaning, transformation, and validation.
- Excellent analytical and problem-solving skills.
- Ability to effectively communicate technical information to non-technical audiences. Proficiency in data analysis skills with a strong understanding of statistical methods.

Excellent problem-solving abilities with a keen attention to detail.

Strong communication skills, both verbal and written, for effective collaboration across teams.

A degree in Data Science, Statistics, Computer Science, or a related field is preferred but not mandatory.

Job Types: Part-time, Contract

Pay: \$35.00 per hour

Expected hours: 20 per week

Compensation Package:

- 1099 contract

Schedule:

- Choose your own hours
- Monday to Friday, no weekends
- Work Location: Remote
- Location: Must live in New Mexico (Required)

MEMBERS: Estancia Municipal Schools, Jemez Valley Public Schools, Pueblo Laguna Dept of Education, Magdalena Municipal Schools, Mountainair Public Schools, Quemado Independent Schools, Vaughn Municipal Schools, San Diego Riverside Charter, Sequoyah Adolescent Treatment Center, Children's Psychiatric Center, New Mexico Corrections Department, Juvenile Justice Dept