



## Data Analyst

Jacksonville Area Legal Aid (JALA) is a non-profit organization dedicated to providing legal assistance and advocacy for low-income individuals and families. We work to ensure access to justice and fair treatment in the areas of housing, consumer rights, family law and other essential legal services.

JALA seeks a highly skilled and meticulous Data Analyst to join our organization. The ideal candidate will be responsible for collecting, processing, analyzing data to provide valuable insights that contribute to informed decision-making, and develop outreach initiatives for JALA attorneys, staff, and pro bono volunteers. The Data Analyst will work closely with various units in our organization to identify trends, patterns, and areas for improvement. Strong analytical and communication skills are essential for this role.

### RESPONSIBILITIES

- Collect, clean, validate, and organize data from internal systems, court records, public datasets, and partner-provided sources.
- Analyze data to identify trends, patterns, service gaps, case outcomes, community needs, and areas for improvement.
- Conduct housing-related analysis, including affordable housing availability, income distribution, rental trends, foreclosure activity, and geographic areas of need.
- Support reporting and analysis across multiple legal aid priority areas, including housing, consumer law, family law, immigration, senior services, pro bono services, and other program areas.
- Create reports, dashboards, maps, and visualizations to communicate findings to staff, leadership, funders, community partners, and other stakeholders.
- Collaborate with attorneys, advocates, managers, and administrative staff to understand data needs and provide relevant insights.
- Assist with grant reporting, outcome tracking, productivity analysis, program evaluation, and recurring or ad hoc data requests.
- Help maintain documentation, templates, workflows, and data collection processes to improve consistency and efficiency.
- Stay updated on industry trends and advancements in data analysis techniques.
- Perform other duties as assigned by supervisor and/or executive management team.

### QUALIFICATIONS

- Bachelor's degree in data science, statistics, computer science, or related field.
- Proven experience as a Data Analyst or similar role.
- Proficiency in data analysis tools and programming languages; e.g., ArcGIS, AWS, Python, Excel, SQL, GIS/mapping tools, dashboard or reporting tools, and experience working with large datasets.
- Strong problem-solving and critical-thinking skills.
- Excellent attention to detail and organizational abilities.
- Effective communication skills to convey complex findings to diverse audiences.
- Ability to work collaboratively in a team-oriented environment.

### Salary/Benefits

Salary commensurate with experience. Benefits package include, but are not limited to, hybrid work model, medical, dental, vision, long-term disability insurance, group life insurance, 401(k) (match 100% of deferrals up to 6% of

compensation), generous leave policy (13 paid holidays plus 22 personal leave days in first year, one-month sabbatical every four years), and membership in Access Perks, a private discount network.

To apply, submit resume, minimum of two professional references, and salary requirements to:

La Verne Morgan Andreasen, Esq., Chief Human Resources Officer  
Jacksonville Area Legal Aid  
126 West Adams Street  
Jacksonville, FL 32202  
Email: [resume@jaxlegalaid.org](mailto:resume@jaxlegalaid.org)

All employees must clear Florida's Level II background screening. Information on the background screening process can be found on the <https://info.flclearinghouse.com/>.

Jacksonville Area Legal Aid is an Equal Opportunity Employer