

DATA ANALYST

PRODIGY NETWORK / THE ASSEMBLAGE

COMPANY	Prodigy Network & The Assemblage	LOCATION	114 E 25th, New York, NY
JOB TITLE	Data Analyst	EMPLOYMENT TYPE	FULL-TIME

Who We Are

The Assemblage is a coworking, coliving and community space in New York City for those who believe in doing well by doing good. We assemble to seek out the best of what is to help ignite the collective imagination of what can be. Our aim is to generate knowledge that expands the realm of the possible, helping members envision a collectively desired future and carry that vision forth into reality.

The Assemblage offers desk and office space, Ayurvedic breakfast and lunch, nourishing non-alcoholic elixir bars, daily wellness programming and transformative events across technology, capital and consciousness. The Houses are designed to support work-life balance in a nature-filled environment which encourages mindfulness, intellectual growth, connection to community and alignment of mind, body and spirit. The Assemblage continues to grow and thrive, with a third location opening Spring of 2019 on Park Avenue.

For more information visit www.theassemblage.com

Prodigy Network is one of the world’s leading real estate crowdfunding platforms. Prodigy provides investors from around the world with the opportunity to invest in institutional quality real estate. Prodigy Network is a vertically integrated investment platform that finances, develops and manages directly or indirectly each of its properties.

Prodigy Network also created The Assemblage; a co-working, co-living and community, brand and property manager, that operates some of the buildings that Prodigy develops. The Assemblage provides access to urban buildings & natural habitats, programming, sound meditations, speaker series & interactive content, to its community, expecting to ignite consciousness and collaboration.

For more information visit: www.prodigynetwork.com

Essential Responsibilities



Data Strategy

- Lead strategy regarding data & reporting across both Prodigy Network and The Assemblage
- Recommend new departmental KPIs and optimize existing corporate KPIs
- Empower the executive team with key analysis to drive the business forward monetarily and operationally

Data Infrastructure and Management

- Act as the bridge between the technology and business teams
- Manage data hygiene across our entire system ecosystem
- Manage accuracy and stability of data flows from systems to MySQL to our data visualization tool
- Manage both the build and the efficiency of large datasets across both Prodigy Network and The Assemblage
- Ensure timely and accurate data requested from external and internal stakeholders

Data Analysis & Reporting

- Develop and assess key performance indicators for each department to help guide fast-paced decision-making
- Translate quantitative data in qualitative reports that can be easily presented and communicated to executive team
- Use sales figures, market research, and marketing metrics to make recommendations for the company
- Identify ongoing trends and develop conclusions
- Filter, sort, and classify extensive data into clear and concise categories
- Work closely with senior management to identify business needs and areas of improvement

Skills & Requirements

- Authorized to work in the US without sponsorship
- Bachelor’s Degree or higher in Mathematics, Statistics, Economics or equivalent quantitative field
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- 4-6 years of relevant experience in a data or information-driven setting
- 4+ years of work experience in technology
- Strong problem-solving skills
- Solid project management expertise
- Outstanding written and oral communication as well interpersonal skills to work well with all levels of staff
- Proficient experience in Microsoft Excel
- Knowledge of SQL, Python, and R
- Experience using Zendesk is preferred
- Experience managing tables within MySQL
- Experience with BI tools such as Tableau, Domo, Looker
- Entrepreneurial spirit; willingness and ability to work in a fast-paced “start-up” environment
- Solutions-oriented mindset; Ability to execute and “roll up their sleeves”
- Maintain high integrity and confidentiality
- Must be organized with meticulous attention to detail

Benefits

- Comprehensive benefits including medical, dental, vision, 401K
- Paid holidays and personal time off (PTO)
- The Assemblage Membership program including breakfast and lunch
- Creative and unique working spaces
- Wellness Programs

Equal Opportunity Statement

The following statement, with respect to Equal Employment Opportunity, confirms and continues our established position: The Assemblage is an equal opportunity employer. They do not discriminate on the basis of race, color, age, sex, religion, ancestry, national origin, mental or physical disability, marital status, military status, sexual orientation, or any other characteristic protected by law.