



THE ASSEMBLAGE

## **DATA ANALYST – PRODIGY NETWORK & THE ASSEMBLAGE**

**Company Name:** Prodigy Network & The Assemblage

**Location:** 115 E 25<sup>th</sup>, New York, NY

**Department:** Operations

**Employment Type:** Full-Time

**Job Title:** Data Analyst

### **WHO WE ARE**

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The Assemblage is a collaborative workspace and social home for a community of individuals who believe the world is on the verge of a collective conscious evolution; transitioning from a society defined by the delusion of individualism and separation into one of mutual interconnectedness. We aim to be at the intersection of capital, technology, and consciousness.

Ultimately, we are a community, with homes both tangible and cultural. The Assemblage NoMad and The Assemblage John Street are the first physical manifestations of this community, providing social, co-working, and co-living as well as program & event spaces where our members can develop themselves professionally and personally.

We are extremely passionate about our project, our mission, and our ethos. We seek candidates who can bring their unique perspective to this distinctive opportunity.

[www.theassemblage.com](http://www.theassemblage.com)

### **DATA ANALYST MISSION STATEMENT**

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The Data Analyst will be responsible for compiling and assessing financial, marketing, sales, and operations data in relation to The Prodigy Network and The Assemblage. This role will be responsible for helping support the growth of the company through the collection and analysis of various metrics, financials, and strategies in order to better serve the business' needs.

### **ESSENTIAL RESPONSIBILITIES**

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#### 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



THE ASSEMBLAGE

#### 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

#### EDUCATION & SKILLS

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- Bachelor's Degree or higher in Mathematics, Statistics, Economics or equivalent quantitative field
- 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

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- 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

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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.