

JOB RESPONSIBILITIES

Job Title: Data Analyst

Reports to: Director of People Group Data or Director of Data Visualization

Date Created/Revised: 09/08/2025

Position Summary:

Assist Joshua Project in analyzing, cleaning, structuring, and preparing data for internal and external use with the most accurate, up-to-date people group, church planting progress, and ministry resource information available. This role supports the integrity of Joshua Project's people group data, ensuring accuracy and clarity in data outputs that inform mission strategy and mobilization.

Essential Roles and Responsibilities

Dependent on skills of applicant and strategic needs of the organization. Could include tasks such as the following:

- Create, maintain and improve Joshua Project's database structure, ensuring data consistency and integrity across all people group records.
- Develop data management policies and procedures.
- Perform regular data cleaning, validation, and cross-referencing with other major datasets (e.g., Ethnologue, IMB, Operation World, UN demographic data).
- Prepare datasets for internal research use and for web presentation in collaboration with the Tech team.
- Periodically update ministry resource availability.
- Quarterly configure and incorporate South Asia data into Joshua Project database.
- Annually update all population figures based on UN country information.
- Proactively connect with major data partners such as Ethnologue, Jesus Film, IMB, Finishing the Task, MANI, National researchers etc.
- Analyze demographic, linguistic, and geographic data to support research and mobilization initiatives.
- Develop and refine SQL queries, reports, and dashboards to support staff and partners.
- Provide statistical analysis and reporting for special projects, field research integration, or donor requests.
- Collaborate with the Communications and Visualization teams to ensure data is accurately represented in charts, infographics, and maps.
- Respond to email inquiries and requests related to data.



- Assist in the annual update of all population figures based on UN country information.

Knowledge, Skills and Abilities:

- Familiarization with the current database infrastructure of Joshua Project
- Database management skills, including SQL and PostgreSQL (with PostGIS for geospatial data)
- Experience with data cleaning, validation, and integration across multiple sources
- Ability to analyze large datasets for demographic, linguistic, and geographic patterns
- Scripting for automation and data workflows (e.g., Python, R, or similar)
- Proficiency in Microsoft Power BI for dashboard creation
- Flexibility to manage increasingly unstructured people group data in a structured system
- Exceptional attention to detail and accuracy
- Solid written communication skills
- Ability to collaborate with visualization and communications teams to ensure accurate data representation
- Basic understanding of software products such as Microsoft Word
- Ability and willingness to learn

Qualifications:

- Demonstrates a mature walk with God as a follower of Christ, as verified by lifestyle and references
- Has the ability to work closely with a team and can set aside personal interests for what is best for the team
- Can graciously submit to those in authority
- Is age twenty-one or older
- Has a GED, high school diploma, or equivalent outside the United States
- Is legally able to work in the country of operation
- Aligns with Joshua Project's statement on marriage, gender, and sexuality
- Has no credit card debt and all other loans (student, mortgage, etc.) are manageable
- Shows evidence of good emotional, physical, financial, and mental health
- Demonstrates a healthy relationship with a local evangelical church
- Agrees with the Lausanne Covenant, World Evangelical Alliance statement of faith, and Joshua Project's core values
- Demonstrates relational skills to network with partners for raising salary (if necessary)
- Ability to work with ever-changing technology applications for internal processes and internal/external communications

Minimum Physical Requirements:

- The duties of this job frequently require the worker to sit for extended periods of time.
- Must have the ability to type written communication and communicate clearly in virtual meetings.

