



May 17, 2022

Job Description: Data Storyteller for Casa San Jose's Policing Policies Mapping Project

Casa San Jose is seeking a talented, motivated Freelance Data Storyteller for a 6-month contract. The final product will be visual depictions, including maps and infographics, that portray to Allegheny County's Latinx immigrant community the policing policies that directly affect their daily lives. The Data Visualizer will work under the direct supervision of Casa San Jose's Emergency Response Organizer, who has established a database of local policing policies through community engagement and Right-to-Know requests.

Duties and Responsibilities

- First, *review the data set* with CSJ's Emergency Response Organizer to identify missing information, which she will then try to address.
- Second, *analyze the data* by categorizing the policies by geographic jurisdiction, type of policy, and quality of policy, with assistance from the Casa San Jose community.
- Third, *consult Casa San Jose community* members for input on most helpful ways to present information.
- Fourth (bulk of the work), independently *create visual representations of the data*.
- Lastly, *share the created product* with Casa San Jose community members.

Requirements and Qualifications

- Demonstrated experience in programming and/or graphic design using:
 - Microsoft Excel
 - GIS or similar mapping software
 - Python, Java, Adobe Illustrator, or similar data visualization software/platform
- Ability to work independently on design and development work
- Ability to read and analyze information on municipal policy documents
- English language fluency required; Spanish language fluency highly preferred



Latino Resource & Welcome Center

An Outreach of the Sisters of St. Joseph

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- Highly preferred experience working with nonprofits; priority given to those that serve the immigrant community
 - Commitment to Casa San Jose's mission (found at <https://casasanjose.org/about-casa/>)
 - Excellent communication and problem-solving skills

Compensation and Expectations

- This work will be done through a contract that will be signed between Casa San Jose and the Data Storyteller.
- Casa San Jose commits to paying a total of \$20,000 for 30-40 hours per week for 6 months, or until the project is completed.
- If needed, Casa San Jose will provide a stipend of up to \$5000 for medical insurance.
- Remote work preferred. Weekly or biweekly supervision with CSJ's Emergency Response Organizer, especially at the beginning and end of the project.
- Operational Languages:
 - Internal communication can be in English or in Spanish; the original data is in English and the final product(s) will have to be in Spanish. Bilingual candidates highly preferred.

Application Process

Please email the following to Laura Perkins, Laura@casasanjose.org, by 5pm on Wednesday, June 8th, 2022.

- Cover Letter
- Resume
- Any portfolio work you have done that demonstrates your ability to carry out this or similar work.
- Please include in the email the contact information for a professional reference

Preference given to applicants with lived immigrant experience.

Equal Opportunity Employer