



## AVENEW SOLUTIONS FAMILY OF COMPANIES

**Job Title:** Data & Research Analyst, Full Time Contractor\* or Employee

\*May convert to employee based on fit and workload (6 months minimum based on current contracts).

**Location:** Hybrid (North Hollywood, Los Angeles, CA)

### **Company Overview:**

AveNew is a dynamic start-up technology, employee benefits, and consulting firm specializing in data-driven engagement strategies, innovative technology solutions, cutting edge employee benefit products, and strategic advisory services for public and private sector clients. We work with municipalities, businesses, and organizations to develop actionable insights, streamline operations, and drive measurable impact.

Learn more at [www.AveNew.org](http://www.AveNew.org).

### **Position Overview:**

We are seeking a mid-level professional with a passion for technology innovation, a strong analytical mindset, excellent organizational skills, excellent communication and report writing skills, and experience in research, data management, and operational support to assist with multiple high-impact projects in the public and private sectors.

The ideal candidate is a self-starter with the ability to work both independently and collaboratively. They should be proactive in driving processes and initiatives forward, demonstrating strong problem-solving skills, initiative, and accountability in a dynamic start-up work environment.

## ***Key Responsibilities***

### **Municipal Client Support**

- Assist in organizing, standardizing, and refining key performance metrics for HR and new public safety departments.
- Conduct research into IT systems and platforms to support municipal initiatives.

### **Awespira Client Data & Reporting**

- Manage engagement statistics, analyze usage data, and generate daily reports for clients using the Awespira platform.
- Provide insights and recommendations based on engagement trends.

### **Compensation & Budget Analysis**

- Conduct compensation studies and salary benchmarking through online research.
- Support budget analysis and financial modeling for various projects.

### **Employee Benefits & Payroll Quality Control**

- Oversee payroll report transmission processes, ensuring accuracy in payroll deductions and vendor payments.
- Work closely with payroll and benefits teams to troubleshoot and resolve discrepancies.

### **Industry Research & Innovation**

- Monitor trends in data management, municipal metrics, and employee engagement tools.
  - Provide recommendations on industry best practices and emerging innovations to enhance AveNew's offerings.
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## ***Qualifications & Experience***

- 3-5 years of experience in data analysis, research, project coordination, or operations in a consulting, municipal, HR, or technology-related environment.
- Strong analytical skills with the ability to synthesize data, identify trends, and present findings.
- Proficiency in Excel is required. Proficiency in data visualization tools (e.g., Power BI, Tableau, etc.) is a plus.
- Experience with HR metrics, payroll processes, or public sector operations is highly desirable.
- Ability to manage multiple projects simultaneously and meet deadlines in a fast-paced environment.
- Excellent written and verbal communication skills.
- Strong problem-solving abilities and attention to detail.

## ***Preferred Qualifications***

- Passion for technology innovation and a desire for CANI (Constant and Neverending Improvement).
  - Experience working with municipalities, government agencies, or employee engagement platforms.
  - Familiarity with compensation studies, budget modeling, and IT systems research.
  - Interest in data-driven innovation and improving operational efficiencies.
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## ***Why Join AveNew?***

- Work on impactful projects that drive change in municipalities and organizations.
  - Be part of an innovative and growing team.
  - Flexible work arrangements (hybrid preferred, remote considered for out-of-area candidates).
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## ***How to Apply***

Please send your resume, a brief cover letter, and two professional references to [marc@avenew.org](mailto:marc@avenew.org). No calls, please.