

## POSITION ANNOUNCEMENT

### USDN Data Management Coordinator

**Position Type:** Full time, 6 month contract with the possibility for extension.

**Position Description:** The USDN Data Management Coordinator plays a crucial role in supporting information exchange among members by spearheading management of a growing library of member information, as well as helping to collect and analyze organizational data to support peer-to-peer sharing and collaboration within our data-driven network.

*This position will include the following member services and data responsibilities:*

- Assist in the short-term transition to a new customer relationship management (CRM) system with Salesforce, including system design, combining existing datasets, and other data entry.
- Analyze member participation by tracking data (via spreadsheets and Salesforce) and producing regular reports and dashboards; think strategically about what data to collect and how to use it.
- Prepare member surveys in online service (SurveyMonkey or other) and assist in analyzing several large annual surveys and additional smaller surveys; prepare drafts of survey results and in-depth analysis.
- Help to design and format survey reports, including visual and written descriptions of data and trends.
- Help USDN/CNCA staff follow up on member interests by tracking member activities and interests in various urban sustainability topics.
- Inventory existing datasets and develop a system for managing a growing archive of data
- Pull reports for staff and members upon request.
- Researching, testing, and recommending technology platforms to improve efficiency and data management.
- Other data tasks as assigned.

#### **Requirements:**

##### *Education:*

- Bachelor's degree, or demonstrable ability to conduct information management and data analyses.
- Background in social sciences, information management, and/or member services required.
- Experience with mathematics and statistical analyses preferred.
- Demonstrated interest in sustainability, local government, social equity, or social network administration desirable.



*Previous experience:*

- 2-4 years related experience required. May include internships.
- Past experience in detail-oriented position preferred – i.e., analyzing survey data or database management.

*Hard and Soft Skills:*

- Organized, analytical, and highly motivated.
- Independent (comfortable and efficient working alone) while being a good team player (communicating with other team members through frequent electronic correspondence and infrequent in-person interaction).
- Skilled in computer technology and database management, including Salesforce, Microsoft Word, Excel, PowerPoint, Google Drive, online surveys, etc.
- Skilled in managing and analyzing large data sets.
- Familiarity with statistical analyses desirable.
- Ability to integrate equity and inclusion into routine assignments desirable.
- Excellent written and verbal communicator (listening and writing).
- Detail-oriented and able to accurately meet deadlines.
- Proactive, able to identify potential issues and brainstorm solutions. Results-oriented and committed to learning and continuous improvement.
- Mission-driven with a passion for fostering social, economic, or environmental change.
- Diplomatic, comfortable interacting frequently with city officials and funders.

**Compensation:** Competitive for early-career position.

**Location:** USDN has no central office, so the position is strictly work-from-home with weekly web meetings. Candidates must furnish their own quiet office space for many conference calls, computer, and Microsoft Office suite.

**To Apply:** Send a cover letter addressing the requirements for the USDN Data Management Assistant, resume, and three references to [jobs@usdn.org](mailto:jobs@usdn.org) with your name and “Data Management Coordinator” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

**About USDN:** The Urban Sustainability Directors Network (USDN), a project of the Global Philanthropy Partnership, is a peer-to-peer network of local government professionals from cities across the United States and Canada dedicated to creating a healthier environment, economic prosperity, and increased social equity. USDN’s dynamic network enables sustainability directors and staff to share best practices and accelerate the application of good ideas both between North American cities, and between North America and the rest of the world. [www.usdn.org](http://www.usdn.org).

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