

## **Jr. Data Analyst**

The Jr. Data Analyst's primary role is helping to implement IT and Geographic Information Systems (GIS) solutions by building the databases that support the solutions. The Jr. Data Analyst also plays a supporting role in related projects. This is a part time, remote position for approximately 10 hours per week.

### **Key Responsibilities:**

- Data cleanup
- Data source identification and collection
- Data processing
- Various administrative tasks

### **Qualifications:**

- A degree in computer science, programming, or a related field (or actively pursuing a degree.)
- High proficiency with basic productivity tools and software, e.g., MS Word, Excel, PowerPoint.
- Familiarity with current technology (social media, cloud computing, "smart" internet searching.)
- Strong analytic, quantitative, and reasoning skills.
- Ability to synthesize innovative ideas within project constraints.
- Strong willingness to learn, grow, and make a meaningful contribution to the company.

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