
Application deadline: May 15, 2023

Senior Data Analyst

Description

The Great Lakes Commission (GLC) has an immediate opening for a self-starting, highly motivated team player to join our staff. This position will work under the direction of GLC project managers, assisting with implementation of various projects and providing support to several issue-specific regional collaboratives coordinated by the GLC. This position will primarily support the GLC's portfolio of invasive species projects that collect, collate and interpret different datasets to inform invasive species policy and management decisions. A smaller proportion of time will also be dedicated to support projects focused on other Great Lakes issues, such as water use, maritime transportation and others, depending on agency needs.

Responsibilities

The data analyst will work with internal and external teams responsible for implementing projects managed by the GLC. The position will be responsible for a variety of activities, including but not limited to management of large, complex datasets; data analyses, summaries, and visualizations; communication with partner agencies; preparation of presentations and written documents; and meeting support.

Specific responsibilities include:

- Develop and maintain databases by acquiring data from primary and secondary sources
- Independently utilize data management and statistical programs to generate data summaries and analyses, and build scripts to improve efficiency in summarizing datasets
- Manage datasets to support their use in visualization and applications including ArcGIS and Microsoft Power BI and assist in the creation of public-facing data visualizations
- Utilize written and verbal communication skills to interpret and summarize complex data into easily understood messages
- Identify opportunities to increase efficiencies in current data management practices
- Represent the GLC and project teams at workshops, meetings, and conferences

Qualifications

A master's degree with two years or more of relevant full-time experience; or bachelor's degree with four years or more of relevant full-time experience is required, along with the following qualifications:

- Experience with designing and maintain relational databases
- Knowledge of data mining, cleaning, segmentation and modeling techniques
- Experience working with APIs and other web services to access and query data
- Strong SQL or Excel skills, with aptitude for learning other analytics tools
- Practical experience in data processing and statistical analysis through the use of R
- Ability to execute project tasks and manage time effectively with minimal supervision
- Strong writing skills and ability to communicate effectively verbally and in writing to both technical and lay audiences

- Self-motivated and organized with strong attention to detail
- Familiarity with natural resources management, ecology, and/or aquatic sciences

The ideal candidate will also bring one or more of the following skills and experience to the position:

- Experience with a high-level programming language such as JavaScript/Python/C
- Knowledge of Great Lakes issues and programs, water quality, land use, and/or resource management
- Familiarity with social media, website content management (e.g., Wordpress), and webinar platforms

Appointment

Position Classification

The position is classified as regular – full-time as defined by the GLC’s personnel policies.

Compensation and Benefits

The starting salary range for this position is \$64,000 - \$66,500 per year depending on education, skills, and experience. The GLC offers a competitive salary and comprehensive benefits, including generous leave time, flexible schedules, medical, dental and vision insurance, and a retirement match program.

Work Environment

The GLC is located in Ann Arbor, Michigan. It is expected that the majority of work will be performed in the GLC’s office; however, telework may be considered. This position requires occasional travel.

Application Process

Applicants must submit a cover letter and resume stating their interest in and qualifications for the position in a single email to vacancy@glc.org. All required items must be provided for an application to receive consideration. *No phone calls, please.*

About the Great Lakes Commission

The Great Lakes Commission is a binational government agency established in 1955 to protect the Great Lakes and the economies and ecosystems they support. Its membership includes leaders from the eight U.S. states and two Canadian provinces in the Great Lakes basin. The GLC recommends policies and practices to balance the use, development, and conservation of the water resources of the Great Lakes and brings the region together to work on issues that no single community, state, province, or nation can tackle alone. Learn more at www.glc.org.

Equal Opportunity Employer

The Great Lakes Commission strives to create an inclusive, diverse and non-discriminatory workplace. The Great Lakes Commission is an equal opportunity employer; the Great Lakes Commission complies with applicable federal, state and local laws prohibiting discrimination. It is Great Lakes Commission policy that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, marital status, political affiliation, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.