

National Council for Air and Stream Improvement, Inc. (NCASI)

Job Posting

Position: Data Analyst Internship

Reports to: Program Leader

Work Week: Non-exempt, 20-28 hours/week

Duration: August 2018 – March 2019, with potential to advance to regular status position

Revised: June 7, 2018

Job Location: NCASI West Coast Regional Center in Corvallis, OR

The National Council for Air and Stream Improvement, Inc. (NCASI), a non-profit research organization focusing on environmental issues of interest to the forest products industry, is seeking a Data Analyst. This contract position at the NCASI West Coast Regional Center in Corvallis, OR has potential for growth into a permanent position.

Essential Job Functions, Specific:

One of NCASI's important functions is to collect, synthesize, compare, and analyze environmental information important to the North American forest products industry from a wide variety of sources, e.g., NCASI internal forest products industry databases, government databases, industry trade organization data, information in the peer-reviewed literature, etc. NCASI uses this information to characterize the environmental performance of the North American forest products industry and respond to requests for information from member companies, industry organizations, government, and NCASI staff.

1. As part of the environmental data management team, the Data Analyst shall assist in:
 - maintaining and continually updating NCASI databases and other information resources, including those related to life cycle assessment studies
 - maintaining and continuously improving NCASI's data management software systems
 - maintaining organizational familiarity with forest products industry information, including information in relevant government databases
 - performing data quality assurance on collected data to ensure these data are of the highest possible accuracy
 - developing and publishing benchmarking reports and statistics

2. As part of the environmental data management team providing responses to member companies and staff, the Data Analyst shall assist in:
 - responding to queries from member companies, industry organizations and staff in a clear, competent and timely manner

Essential Job Functions, General:

1. As part of the environmental data management team that provides data analyses for projects, the Data Analyst primary responsibilities include:
 - executing technical work that is accurate, detail-oriented, and undertaken with a moderate level of self-direction
 - preparing timely analyses, database output, and other written communications, meeting the highest standards of quality
 - having the ability to read, absorb, process, and communicate complex information in English
2. As an NCASI staff member, the Data Analyst shall:
 - act in a manner that is honest and respectful of co-workers, exhibiting a strong sense of integrity and candor
 - undertake technical work in collaboration with other NCASI staff, as appropriate, in a manner that fosters a strong team-based environment
 - maintain the integrity of confidential data

Minimum Qualifications:

1. Undergraduate degree in the sciences or closely related field, or three or more years of experience
2. Proficiency in Access, Excel, SQL, VBA and cloud-based deployment solutions
3. C++, C#, Python or similar programming language expertise is desirable
4. Understanding of relational database design/implementation and related best practices
5. Ability/willingness to work in a collaborative fashion and to apply user-centered design principles
6. Detail oriented; ability to thoroughly document/annotate work products, and to consistently apply look/feel and conventions application-wide

Additional Proficiencies:

Familiarity with life cycle assessment and life cycle inventory databases will be considered an advantage.

To Apply

Please forward resume and associated application materials to Barry Malmberg bmalmberg@ncasi.org. Review of applicants will begin June 21, 2018 and continue until the position is filled.