

Organization Profile

Our company produces digital widgets to aid nonprofit healthcare organizations increase their social media presence and impact. We are a staff of three professionals headquartered in Charlotte, NC.

PROJECT INFORMATION

Title: Data Analyst & Clean Up

Summary of Responsibilities, Expectations, Learning Experience:

Details of Project:

Whether your marketing team just came back from an event, sales needs updated mailing addresses, or your exec team isn't confident in the data for reporting purposes, we all could use an extra hand when it comes to data clean-up.

We need someone to review, update, and correct our database records.

Learning Experience:

You will review data provided and make updates as directed.

This includes data aggregated or filtered, contact records merged and de-duped, or data cleansed and appended, this position will deliver reviewed and corrected version of data to leadership.

Expectations:

Three weeks of work (10-12 hours per week) is expected for this project.

Qualifications (*Experience, Competencies, Skills, Education*)

Highly motivated, able to work autonomously, use appropriate technology tools to analyze and compile data sets.

Laptop and workspace provided or virtual work available for experienced candidates.

Paid/Unpaid?

\$200 stipend payable at completion of project.

Application Procedures:

Send resumes to: us@thiscooljob.com