



## **Job Description – Data Coordinator**

**Summary:** The Data Coordinator is responsible for collecting and maintaining data related to ISDSA's operation. He or she also analyzes the data to gain insights on ways to better help the members and users of ISDSA

**Reports to:** President

### **Duties:**

- Maintain and update information about the members.
- Analyze ISDSA's website and social media data.
- Analyze memberships and annual meeting campaign information.
- Prepare ISDSA statistics and visualization.
- Write technical reports.

### **Desired Qualifications:**

- Background in data science or data analytics.
- Experience with statistical software such as R, SAS, Stata, etc.
- Experience with data analysis and writing technical reports.
- Ability to listen and to communicate effectively in writing and in person