

# Data Analytics / Data Analyst

## DESCRIPTION

The Strategy Department is responsible for supporting the Office of the President and the Board in annual strategic planning and for developing knowledge management, and internal consulting for PMINYC as needed.

This is a volunteer position in the Strategic Planning Department's Data Analytics Team, the means by which we turn data into information, information into insight, and insight into business decisions.

## RESPONSIBILITIES

1. Interpret data, analyze results, and provide ongoing reports to chapter leadership
2. Acquire data from primary or secondary data sources and maintain databases/data systems.
3. Identify, analyze, and interpret trends or patterns in data sets
4. Filter and "clean" data
5. Simultaneously manage multiple projects including delivery and management level communications
6. Develop content with data insight for relevant governance forums
7. Per PMI current and future membership and data protection policies, create awareness of available data and the value proposition of reporting.

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Excellent written and oral communication
- Simultaneously manage multiple projects including delivery and management level communications
- Collaborate effectively with other team members
- Demonstrate judgment and discretion when dealing with highly sensitive people data
- Demonstrate initiative and strong attention to detail
- Commitment to data accuracy especially in times of rapid turn-around needs
- Keep abreast of latest technology, data analytics/automation tools and AI/ML innovations that may be able to enhance PMIs Data Management and Analysis capabilities and thought leadership

## LEADERSHIP SKILLS

- Strong strategic thinking and problem-solving skills, with a focus on innovation and continuous improvement.
- Ability to communicate complex concepts effectively to diverse stakeholders, including senior leadership and

board members.

- Proactive and self-motivated, with a commitment to achieving organizational goals.

## REQUIRED CREDENTIALS

- Analytics background or experience
- Knowledge of and experience with Excel, data cleanup and transformation tools (Open Refine), database (SQL), programming (R or Python), and reporting packages (MS Power BI)
- Analytical skills with the ability to collect, organize, analyze, and disseminate information with attention to detail and accuracy
- General knowledge around AI/ML industry trends, tools, use cases

## PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook.
- Refer to the Handbook for the most current information.

## ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Opportunity to give back to your community

## COMMITMENT REQUIRED

- 2-10 hours monthly

## CONTACT

- [VPStrategicPlanning@pminyc.org](mailto:VPStrategicPlanning@pminyc.org)