

Role Data Analyst

Reports to Vice President of Data Analysis

Description/Summary

The Data Analysis team's responsibility is to manage the chapter data set, develop reports and provide insights to the Chapter teams.

Deliverables

- Chapter reports

Duties

- Produce reports and data visualizations.
- Support the development and maintenance of the data management strategy.
- Manage the chapter data sets ensuring the data is handled securely and in accordance with the data privacy regulations.
- Integrate data from multiple sources efficiently (e.g.: PMI databases, Chapter website and databases, google analytics, etc.).
- Provide strategic reports to support Board portfolio management and governance.
- Provide data insights.
- Review reporting requirements.
- Recommend reports and data collection methods.
- Support various chapter teams on developing surveys and analysing results.
- Ensure regular reports are generated and distributed timely.
- Monitor and maintain data quality and ensure the data set provides a single source of the truth

Experience

- Experience in Data management and analysis is an asset

Education and Training

N/A

Desired Skill Sets

- Strong analytical skills
- Knowledge of and interest in Data management and analysis
- Report development skills

- Written and verbal communication skills
- Organization

PMI CTT Membership Required

PMI-CTT Membership is preferred

Time Commitment

- 1-year term
- Approximately 5-10 hours per month
- Attend regular Portfolio team meetings (varies monthly/bi-monthly)

PDUs awarded (As per PMI Standards)

Maximum 25 PDUs under Giving Back/Volunteer category

Other Recognition/Benefits

- As a membership-driven organization, each of us can offer a contribution to make the most out of the Chapter and our membership.
- Through volunteering, you can meet project management professionals, gain experience - and have fun!
- Provide input to Chapter priorities and operations.
- Gain experience within a desired area of expertise
- Opportunity to attend PMI Leadership conferences
- This position may lead to:
 - Leadership roles in the Chapter
 - Board of Directors role
 - Officer of the Organization