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## JOB DESCRIPTION

### Position Title

Research Analyst, Data

### Reporting To

Executive Director

### Location

Calgary, Alberta

### Hours per month

8-10

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## ABOUT

Imagine Cities is a nonprofit organization devoted to making cities better. Better for the people in them. Better for the planet. Right now, and in the future. We focus on curating and sharing interdisciplinary research on cities to inspire innovators to push the envelopes of tired and typical approaches to solving city problems.

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## POSITION SUMMARY

We are currently seeking a volunteer Data Analyst to support our local storytelling in Calgary through the use of municipal, provincial, and federal data with the goal of better understanding Calgary's urban landscape to produce public policy proposals. The aim of these proposals is to ensure that Calgary continues to produce a more resilient local economy that supports environmental sustainability, and creates a desirable quality of life for everyone.

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## DUTIES & RESPONSIBILITIES

As a Data Analyst, you have the ability to process large datasets while applying statistical and analytical methods to glean insights. You're also comfortable with databases, database queries, and visualization tools including mapping. Working closely with the Executive Director, this work will be needed on a project-by-project basis.

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## QUALIFICATIONS

- Graduated or enrolled in a University degree or College diploma or certificate program in Data Science, Computer Science, Data Management or Data Analytics
- Experience with data mining and analysis software
- Effective oral and written communication skills
- Project planning and organization
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Sound computer skills including the ability to use Google Apps (Docs, Sheets, Email)
- Strong interpersonal skills with a desire to engage with our community of city-builders