Introduction
AC Disaster Consulting is a woman-owned disaster recovery and preparedness consulting firm focused on providing the highest quality services to our clients and partners. Our mission is to provide compassionate emergency management and disaster recovery services to local, state, federal, and industry clients.

Mission of Role
Be part of a team of knowledgeable, compassionate, and helpful allies for our clients. The Data Management Analyst will play an integral part of business operations and financial accountability and help the team achieve the most value from business intelligence and analytics, and implement enterprise content and data management solutions to enable business insights, reduce cost and complexity, increase trust and integrity, and improve operational effectiveness. This position will report to our Managing Director of Strategy.

Location
☐ Tallahassee, FL or Remote

Hours
☐ 40+ Hours/Week

Role Competencies
☐ Ability to clearly communicate (verbal and written) complex information and data analyses to a broad spectrum of audiences
☐ Ability to analyze data, provide business insights, and present in a form that is clear, concise, and easily understandable including the use of graphics.
☐ Ability to work independently and to identify and resolve issues or propose solutions.
☐ Be highly organized and detail oriented.
☐ Possess strong time management skills, along with strong oral and written communication skills.
☐ Able to adapt to different situations and individuals.
☐ Self-starter able to thrive in a fast-paced environment.

Types of Tasks
☐ Manage data collection, analysis and reporting for clients and internal teams.
☐ Prepare and manage internal reports and metrics for executive leadership using dashboards.
☐ Assist in the design and architecture of data models and dashboards used to present key business information.
☐ Analyze and manage data from various sources.
☐ Troubleshoot and resolve data issues.
☐ Track all deliverables and critical documentation for the project.
☐ Perform other duties as assigned.

Required Qualifications
☐ Ability to work in a data warehouse environment, which includes data design, database architecture, metadata, and repository development
☐ Advanced knowledge of Microsoft Office 365, Teams, SharePoint, Power BI/Tableau) for analysis and communication, Azure knowledge a plus
☐ Ability to pass a Background Check, as needed.
☐ Must be authorized to work in the United States.
☐ Possession of a valid Driver’s License.
☐ Ability to mobilize within 24-48 hours, commit to a minimum 90-day assignment in remote locations and disaster conditions.
☐ Ability to be flexible in a dynamic environment and outstanding written and verbal communication skills.

Preferred Qualifications
☐ Bachelor’s Degree in Computer/Data Science, Business Administration, Finance, or a relevant field preferred.
- A minimum of three years’ experience in data management, data analysis, dashboard development, and/or a statistics related field.
- Experience creating report dashboards utilizing the latest technology and creative design concepts.
- Due to the nature of the work, candidates must have excellent communication skills.

**How to Apply**

Please send your resume to jobs@acdisaster.com.