

Hiring: Data Assistant

Do you love to collect maps? Have you taught yourself to use Google Earth just for fun? Do you refuse to use a GPS because it takes the fun out of navigating? Do you want part time work? You could be perfect for our team!

Building Up Dreams is seeking to expand its team with a reliable self-starter who wants to learn new skills relating to maps and data analysis. This part-time position will primarily assist the company in developing new geospatial data sources. Geospatial technology is a dynamic and growing field. The Data Assistant will have the opportunity to dive into cutting edge technology, learning new ways to quantify and view the world.

A successful candidate will be extremely comfortable with a computer and with learning new technology. He or she will have a proven record of clear communication and reliability. Strong organizational skills and time management are a must. A desire to learn and expand in a rapidly changing field is required. All applicants selected for interview will be required to pass a spatial reasoning test. Previous experience with geospatial data and programs is not required.

The following qualifications will elevate an application:

- Typing speed of at least 50 wpm
- Experience with Microsoft Excel
- Experience with Google Docs and Sheets
- Adept at research and finding answers to questions
- Excellent problem solving skills
- Experience with graphic design and/or photo editing software
- Statistics coursework
- Experience with ArcGIS, QGIS, and/or Tableau

Building Up Dreams is located inside HQ Greensboro in downtown Greensboro. The Data Assistant will work from that location. A parking permit will be provided.

Hours: 5-10 per week at start

Salary Range: \$10 - \$16 per hour, commensurate with skills and quality of references

This is a Contract Position

To submit an application, send a resume and cover letter to Anna Tapp at anna@buildingupdreams.com. Do not call. Resumes without cover letters will be discarded.