Data Management Analyst Consultant
Remote Work Environment; Up to 15 – 20 hours per month for 12 months
Hourly rate based on experience

The Data Management Analyst consultant will work with the CDC Foundation’s Infectious Diseases (ID) Department to support project informatics and analytics needs, data collection and management, synthesis, interpretations, data visualizations, reporting, and related activities to capture the impact of the Partnering for Vaccine Equity program. The consultant will translate the information provided monthly by subrecipients into interpretable reports for department and organization leadership, stakeholders, and external partners.

Responsibilities:

- Design database and develop standard operating procedures (SOP), analytic plan, and data dashboards
- Oversee SOP implementation, analytic plan, and data dashboards
- Perform basic data management, data cleaning, and statistical analysis on monthly data provided by community-based organizations (CBOs)
- Create, restructure, or merge data sets and subsets for specific or ad-hoc analysis
- Identify, document, and resolve data quality assurance activities which include reviewing and cleaning data using standard data quality measurements to identify inconsistencies and outliers
- Produce and analyze graphics and reports for communicating impact of CBOs funded through the Partnering for Vaccine Equity program
- Assist ID Federal Program team in effectively communicating information about efforts to increase influenza and COVID-19 vaccine confidence and uptake for adults in Black, Indigenous, and people of color (BIPOC) populations experiencing disparities in the United States

Skill Set Desired

1. Bachelor’s degree required, with a degree in Computer Science, Information Management, Business Management, Statistics, or Public Health preferred
2. Proficiency in use of Microsoft Office, with advanced proficiency in Microsoft Excel
3. Ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
4. Experience with data visualization software such as Power BI, Tableau, Smartsheet, or R Shiny
5. Experience with data analytics software such as SAS, SPSS, STATA, SQL, or ArcGIS

Please send a resume/CV to:

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