Assistant Data Director

AFSCME Council 3 represents nearly 45,000 public service workers in local, city, county, K-12, and state government as well as in higher education and the private sector who provide the valuable public services that our communities rely on. We organize in the workplace and fight for dignity, respect, and a fair standard of living for all public service workers in Maryland.

AFSCME Maryland Council 3 is seeking a **Assistant Data Director** to help manage the union's data management systems. This is a hybrid/flexible position. Our main office is located in Baltimore.

The Job Responsibilities:

- Help to oversee the data team and the operation and performance of the Council's databases.
- Ensure employers provide the information contractually and/or legally required.
- Assist in processing dues from employers.
- Ensure accuracy of information in database including membership, worksite, local, activity and elected leader positions.
- Advise on improvements and corrections to database software project management and identify solutions and timelines to improve data. Familiarity with UnionWare is a plus.
- Train and supervise end-users on data entry, use of system reports and various uses of the data.
- Set up reports, and other mechanisms to be user friendly so users can produce reports. Identify and correct system and data handling errors; corrects user problems.
- Conduct targeting and analysis for organizing, ballot initiatives, and electoral campaigns.
- Administer permissions and accounts in the Council's UnionWare and other databases.

What We're Looking For

- Graduation from an accredited four-year college with course work in Data Science, Computer Information Systems, Business Administration, or a related field or equivalent combination of education and experience.
- Five years of related work experience or any equivalent combination of education and experience.
- Experience with software project management.
- Advanced Excel skills, and a proficiency in SQL, Access and Python.
- Excellent skills with MS Office.
- Familiarity with online electoral tools and datasets such as Ulink and VAN.
- Commitment to social justice, public service, and the labor movement.
- Strong interpersonal and communication skills including the ability to communicate technical subjects to non–technical individuals.
- Ability to manage several tasks/projects concurrently, prioritize work effectively and meet deadlines.
- Ability to do data analysis with databases, spreadsheets and develop appropriate reporting techniques.

We offer a competitive salary and great benefits. This position starts at $85,000 with fully paid health benefits, 3 weeks paid vacation, 15 paid holidays, 12 sick days, pension, optional 401k, and life insurance. Women and people of color are strongly encouraged to apply.

To apply, send cover letter and resume to recruiting@afscmemd.org.