

**Position:** Energy Data Specialist

**Reports To:** Director of Market Innovation

**FLSA Class:** Non-Exempt

**Supervises:** None

**Position Summary:**

The **Energy Data Specialist** collects and analyzes data from multiple sources and enters it into established databases and spreadsheets. Individual provides input into computer software and databases used in data storage and extraction. Responsible for analyzing data sets, ensuring integrity of data, making process improvements, and providing data to teams as requested to inform business goals and strategies.

**Responsibilities:**

- Collecting and tracking data from multiple sources and ensuring accuracy and integrity
- Researching individuals, organizations, and contact information to ensure data completeness
- Transposing data accurately from one form to another, such as PDF to spreadsheet
- Prioritizing data collection and entry projects according to business needs
- Maintaining data, ensuring it is clean and free from discrepancies, duplications, and inconsistencies
- Assisting the Energy Data Solutions (EDS) team with analyzing energy data to discover valuable insights and provide input into projects or program work
- Responding to requests for data and generating reports and spreadsheets as needed
- Assisting EDS with establishing data collection methods and implementing process improvements
- Assist other teams with events or projects as requested

**Knowledge, Skills, and Abilities:**

- Strong interpersonal communication skills
- Exceptional attention to detail
- Organized and manages time well
- Strong multi-tasking and prioritizing skills
- Fast and efficient typing and/or data entry skills
- Research and analysis ability
- Good judgement, understanding the work you are doing and what is used for
- Intermediate to advanced Excel proficiency; database experience preferred

### Qualifications

- AS or BS degree in Business, or related field preferred. Experience may be considered in lieu of academic degree.
- 2+ years of relevant business experience required, with demonstrated success in data entry and data analysis
- Knowledge of the clean energy industry is a plus
- Experience working with a non-profit organization is a plus

### How to Apply:

Send your resume and a letter of interest to: [Careers@energync.org](mailto:Careers@energync.org).

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