



Data Manager

Description

[MilkCrate](#), a mission-driven, B-Corp Certified company that builds technologies to support and grow sustainable communities **seeks an Data Manager to assist with data management.**

MilkCrate's first product, My MilkCrate, is an app that connects consumers to local, sustainable businesses, services and local events, similar to a green Yelp. Its newest product, MilkCrate for Communities, is an enterprise platform that measures and grows a community's social and environmental impact.

This role is one of the most public facing positions at MilkCrate because you will be interfacing directly with our data partners. These are well respected nonprofit groups that certify business to meet various environmental and social impact levels. Your goal is to identify new partners and engage them in our mission. You will be helping them expand their impact by sharing their businesses with our users, and you will have MilkCrate expand our network of businesses across the country.

A great data manager is able to fully grasp the complexity of data management. The ideal candidate will have an understanding of databases and data analysis procedures. Familiarity with Excel and Google Spreadsheets is required.

We are a multi-disciplinary team of designers, engineers, writers, and sustainability advocates who collaborate closely with each other to create the most innovative, usable, and lovable way to live more sustainably and locally.

Responsibilities:

- Assist with data handling procedures, using technology built out by our development team, and basic analysis
- Troubleshoot data-related problems or modifications
- Establish rules and procedures for data sharing with team and clients, etc.
- Assist with reports and data extraction when needed
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)

- Ensure digital databases and archives are protected from security breaches and data losses

Qualifications:

- Professional and friendly human
- Proficient in MS Office (Excel, Access, Word etc.)
- An analytical mindset with problem-solving skills
- Excellent communication and collaboration skills
- Detail oriented

Perks:

- Flexible work hours
- Ability to learn more about the industry and gain startup experience
- Positive warm work environment
- Downtown office location (easy and accessible via public transportation)

Hours:

10 hours/week a week to start and the desire to grow the position as our need grows. We hope to make this a full time role in the next 6 months.

Compensation:

Hourly. Plus all the snacks you can eat.

To apply, please send a resume and a summary of your interest in working for MilkCrate to morgan@mymilkcrate.com.