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Enterprising Data Manager Needed for Growing Startup

One of Metopio's core promises to our customers is that our platform makes it **ridiculously easy** to explore, visualize, and share data. You can help us do this!

We are a rapidly growing analytics startup that lets our users explore places around the country, discover insights, and plan meaningful actions. Our [platform](#) lets users ask a question like "How does Chattanooga, Tennessee stand out in terms of health outcomes?" and get a detailed response with infographics ("It ranks poorly in cardiovascular and respiratory health"). Users can then visualize the data in [maps](#), [charts](#), and [scatterplots](#).

These tools depend upon our **Curated Data Library**, a collection of [600+ topics](#) drawn from public and private datasets. Our subscribers can supplement this curated data with their own proprietary data and use our algorithms to find patterns in their data that are explained by our curated data. The combination of our easy-to-use visualizations and our curated data library puts extremely valuable data at our users' fingertips, within their first minutes on the platform, revolutionizing how they make data-driven decisions.

Core responsibilities

We are looking for an enterprising Data Manager to **work on all aspects of our data curation**. You will be in a high-visibility position integral to Metopio's success, and responsible for helping with:

- Our Curated Data Library (the collection of datasets made available to all subscribers)
- Specialized industry datasets, such as Medicare utilization data and real estate data, which we make available to some subscribers
- Proprietary client data
- The structure, organization, and taxonomy of all data on the platform
- Overseeing interns and contractors in sourcing, cleaning, and importing data
- Updates to existing datasets when new data becomes available, usually annually
- Maintaining and writing scripts to improve the speed, accuracy, and quality control of data importing
- Any other responsibilities that arise as we grow this role with you

Growth opportunities

We are a small startup with flexible priorities and roles. Based on our needs and your interest, this role may grow to include:

- Working with clients to understand their data needs and how Metopio can fill them
- Maintaining and testing analytics models to impute, forecast, and evaluate data
- Building data licensing partnerships to expand our library into proprietary third-party data

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What skills are we looking for?

Above all, we need someone who is **able to ask and answer questions on their own** about datasets they have never encountered before. As the Data Manager, you will become the resident expert on industry datasets so that they can be presented to our users in an accessible way. In just the past few months, we've taken crash courses in:

- Limitations and likely biases in coronavirus case reporting
- Hospital accounting and billing standards
- The legal stages of a renter eviction procedure
- How states report unemployment-insurance claims, who is excluded, and how that would affect the numbers

If this actually sounds fun to you, then you're probably the person for the job! You should also have:

Required
- A very high facility in Excel
- Obsession with time efficiency
- Passion for quality assurance

Optional
- Understanding of statistics (to roughly an AP Stats level)
- Facility in a data-processing language like Python or R
- Experience working with data pipelines, however structured

What we provide

This is a full-time job (40 hours/week) with semi-flexible hours. We provide competitive compensation with equity options and very high growth potential. We have an open, transparent culture that esteems diversity of background and mindset, and you will be a core part of the team. You will be taking over a data pipeline that has grown organically over several years, so there will be a lengthy period of hands-on training. This position is 100% remote for the time being, but you must reside in the United States.

How to apply

Please send the following to careers@metop.io:

- Your CV, including your skills and experience with the programs listed above
- A short cover letter (an email is fine) explaining your data experience
- An answer to the following screening question, which we estimate should take about 10 minutes to provide. (200 words max)

  The Environmental Protection Agency provides a dataset called EJSCREEN, which includes eleven indexes. In language accessible to someone with no knowledge of statistics, how do these indexes differ from the raw data, and what are they useful for?

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Diversity at Metopio

Metopio is committed to diversity and welcomes applications from under-represented group members. Metopio believes that a diverse workforce helps the company realize its full potential and that we benefit from the creativity and innovation that results when people who bring different experiences, perspectives and cultures work together.

Metopio believes all employees should be treated with dignity and respect. Metopio does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, veteran's status or other non-merit factors. It is company policy to comply with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.

A note on how we curate data

Curate: To identify a valuable dataset; clean, format, and enhance this data; provide accurate definitions and citations; and import it into the platform.

We have developed a suite of scripts and algorithms that verify imported data and automate various steps in the process. We also put quite a bit of work into explaining the data in accessible language so that users can use complicated datasets in disparate fields with confidence.

We heavily prioritize automation in data processing so that you are always engaging the highest levels of your brain. This means that you should look to abstract and automate any tasks you can.