



Job Description – Data Assistant

Job Title:	Data Assistant
Department:	Operations
FLSA Status:	Exempt
Reports To:	Operations Data Senior Manager
Date:	

Position Purpose

The International Association of Antarctica Tour Operators (IAATO) is a membership organization that advocates and promotes the practice of safe and environmentally responsible travel to Antarctica. For 25 years, the organization has successfully developed policies and procedures to protect the unique Antarctic and Southern Ocean environment while providing travelers with safe, enriching experiences. Our work depends on IAATO's most valuable asset, the mainframe database and the data it holds. The database is a crucial component of IAATO's daily operations and informs decision-making.

IAATO is seeking an entry level Data Assistant to organize and maintain important information related to IAATO tourism activities and operations in the Antarctic. This work will help ensure that all decision-making within the organization is based on data that is accurate and up to date. At the direction of the Operations Data Senior Manager within the Operations Department and as part of a small, dedicated team, the Data Assistant's main role will be supporting the management of the mainframe database.

Responsibilities include testing new development and improvements of the IAATO database, historical data record entry, reviewing seasonal data, and fulfilling data requests.

In addition, the Data Assistant will work with the Science and Monitoring Senior Manager on collection, management, and analysis of data from IAATO's environmental monitoring programs. Responsibilities include working with geospatial marine mammal data.

The Data Assistant will also work with the CEP and Environmental Senior Advisor in supporting the work of the IAATO Climate Change Committee. This will involve taking meeting notes for the committee and assisting with annual data review and collation linked to emissions calculations. The Data Assistant will also assist with annual reports, such as disseminating and collating IAATO's Climate Action Survey.

This is a remote full-time position based in GMT+5 time zone. This position may require both domestic and international travel to meetings as required (no more than 5-10% annually).

Essential Duties and Responsibilities

- Reports to the Operations Data Senior Manager
- Supports the Science and Monitoring Senior Manager and CEP and Environmental Senior Advisor with the delivery of key projects
- Assists with testing of new database developments as well as ongoing database maintenance
- Responsible for data entry of historic data, including historic Vessel and Deep Field Post-Visit Reports (PVRs)
- Reviews seasonal PVRs



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- Monitors and actions external and internal data requests, including the collation of data reports
- Enters, cleans, organizes, and summarizes data for a variety of internal IAATO programs
- Assists in the evolution of Site Stewardship and V-CaPS programs
- Additional data tasks/projects as required

Other Duties

- Commitment to our mission which includes maintaining positive, collaborative and professional relationships with the Secretariat, IAATO members and outside stakeholders/contractors/vendors
- Attend organization meetings as appropriate
- International and domestic travel may be required, no more than 5-10% of the year

Essential Technical Skills and Experience

In addition to being a motivated self-starter with excellent English written and oral communication and strong interpersonal skills, the ideal candidate will have:

- Experience with data management, data analysis, and databases
- Experience with large datasets
- Able to demonstrate attention to detail
- Ability to manage multiple deliverables on varying timelines
- Ability to properly and professionally handle sensitive information
- Ability to self-motivate and work independently in a remote team without constant supervision or direction
- Strong communication skills, taking initiative to communicate proactively
- Proficient with MS Office, web-based skills, and database navigation.

Desired Skills:

- Experience with GIS and spatial analysis
- Experience with R
- Knowledge of Antarctic ecosystems and/or marine mammals
- Knowledge of climate change and related issues is desirable, but not essential

Education/Certifications/Licensure

- Minimum 2 years relevant experience or Bachelor's degree in a relevant subject.

Language Skills

- Fluent in written and spoken English
- Languages other than English are a benefit but not necessary.

Physical Demands

The physical demands and environmental factors described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee will sit for long periods of time, and may use repetitive wrist and hand motions involved in sorting and handling documents. The employee is regularly required to reach, with hands and arms. Specific vision abilities required by this job include close vision and color vision. Employee will have close visual contact with a computer monitor constantly.

Acknowledgment

I have reviewed the Job Description for the position of Data Assistant. I have read and understand the duties and responsibilities and other aspects of the Job Description. I further understand that this Job



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Description will form the basis for the periodic evaluation of my performance. I acknowledge that my employment with the Company is on an “at will” basis which means that either I or the Company can end the employment relationship at any time, for any reason, with or without prior notice. It is understood that this Job Description is a summary of the primary responsibilities of my position. It is not intended to be a complete and total description of each duty and responsibility of the position as may be necessary. It is understood that the Company retains the right to change this Job Description at any time, for any reason, at its sole discretion.

Signature:

EMPLOYEE: _____ **DATE:** _____