Job Title: Data Knowledge Manager

Salary Range: Commensurate with experience

Benefits: CO Architects is an equal opportunity employer and offers a full range of competitive benefits to employees including: healthcare coverage; a 401K plan and profit sharing; Paid Time Off (PTO); a medical flexible spending account; and participation in the firm’s performance-based bonus program. CO Architects also offers a firm-sponsored education program to encourage professional training and development.

Job Description: CO Architects is currently seeking a Data Knowledge Manager to join our interdisciplinary, collaborative practice. This position may evolve over time with tasks that range from the creative development of office-wide tools to data analytics for specific projects.

CO Architects aims to harness its extensive knowledge base into a series of tools to improve workplace efficiency and access to data. The Data Knowledge Manager will take the lead on advancing these initiatives and will have the creative freedom to rethink data collection and communication at CO Architects.

The first six months of this position will focus on the gathering of data and the development of a data collection system that reduces inconsistency and inaccuracy. Following this phase, responsibilities will focus on the development of dashboards and other tools that improve employee access to information. In addition to day-to-day data collection and tool development, the Data Knowledge Manager will be responsible for curating a series of meetings that engage principals, key stakeholders, and project teams when applicable.

This individual must be able to work independently, make decisions autonomously and use their expertise to advise CO Architects on all data-related issues. They must be a creative problem solver who is willing to experiment and research new technologies and software when applicable. Finally, they must be a self-starter who is willing and eager to take on new challenges and explore different solutions without express instruction from a supervisor.

Candidates should demonstrate the following skills and traits:

- Rigorous attention to detail
- Strong ability to maintain consistency when gathering and categorizing information
- Creative problem solving
- Strong verbal, written and graphic communication skills
- Must be able to synthesize data from multiple sources and formats
- Clear understanding of how organized data collection produces useful analytics
- Self-driven and able to develop personal workflow with minimal guidance
- Ability to work independently and collaboratively
- Strong organizational skills
- Ability to manage deadlines
- Commitment to completing tasks at all levels of interest
- Strong ability to multitask
- Enthusiasm for Exploration

Job Requirements:

- Bachelors’ Degree in Data, Information, Computation, and/or Math is preferred
- Familiarity and interest in Data and/or Visual Analytics
- Proficiency or ability to quickly master programs such as Tableau and Deltek Vision
- Experience in the Design and Construction industry is preferred but not required if candidate is able to educate themselves on Architectural Terminology

Contact Information: All resumes should be sent to: careers@coarchitects.com

Please include the position you are applying to as well as where you saw the job posting in the subject of your email.

For example: Data Knowledge Manager / AIA Los Angeles