

# A MEDIA COMPANY IN ANNAPOLIS RECRUITING FOR A MEDIA DATA ANALYST

**Overview:** Media Data Analysts are proficient in data review, visualization and can pull together and interpret data and sources. This position participates in client deliverables, marketing, and research initiatives for media customers, mostly radio. They help to research third-party ratings databases to collect, manage and organize information to create compelling content for clients. Their duties include collaborating with other data professionals to extract data figures, creating reports based on their findings, and monitoring key performance indicators (KPIs) to determine client initiatives' success.

**Media Data Analysis Responsibilities:** ● Gather data and conduct analysis in support of client deliverables ● Data Entry ● Create reports for internal teams and/or external clients ● Compute or verify the accuracy of standard measurement data ● Identify trends and examine data using statistical software ● Use charts, graphs and infographics to create data deliverables ● Maintain a wide variety of administrative records and controls ● Prepare and maintain regular production/inventory reports using established formats and sources of data applicable to the program

**Skills/Qualifications:** ● Effective written and oral communications skills ● Powerful attention to detail ● Excellent time-management skills and ability to meet deadlines ● Possess analytical and problem-solving skills ● Comfortable with basic mathematical computations ● Ability to discover patterns, solutions and trends within datasets ● Ability to work with statistical data and software ● Proficient with Microsoft Office ● Familiar with Google Suite applications ● Understanding of media sales terminology is a plus

**Education/Experience:** ● High School Diploma or Equivalent ● Computer savvy ● Experience in radio is a plus but not required. Job Type: Full-time Pay: \$35,000.00 - \$40,000.00 per year.

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**Qualified candidates can send their resume to: [eminarick@aawdc.org](mailto:eminarick@aawdc.org), put Media Data Analyst in the subject line. Only qualified candidates will be contacted.**