About the organization:
Healthy Building Network (HBN) is a national nonprofit that strives to improve human and environmental health by eliminating toxic chemical exposures.

HBN envisions a future where *all people and the environment thrive when the environment is free of toxic chemicals*, knowing that the impacts from chemical exposures fall disproportionately upon marginalized communities, people of color, low-income communities, and children.

Our goal is to create change by improving chemical hazard transparency and inspiring product innovation. Since 2000, HBN has been the leading national organization to pioneer technology platforms, research, and policies that elevate human health and environmental justice to a top priority in the green chemistry and safer product industry.

Position Overview
This position will support HBN's Data Hub, a repository of chemical and product hazard data used to evaluate and compare the environmental, human health characteristics of chemicals, materials and products. Within the Data Hub is Pharos, which contains our Chemical and Material Library (CML), a trusted, complete, up-to-date, actionable, and unique source of chemical and hazard data. This data is used by manufacturers across diverse industry sectors such as cosmetics, food packaging, aerospace, building products, cleaning products, and electronics companies to enable hazard assessments, product assessments and informed decision making.

The primary role for the Data Systems Analyst would be to perform a variety of tasks related to maintaining and improving the Data Hub (in particular its CML) and support HBN's research initiatives.

We are looking for a passionate Data Analyst with a degree in chemistry or biology. The successful candidate will help mine, load & manage publicly available chemical data into our Pharos database to feed our downstream systems. This data includes chemical hazards, functional use, restricted substances lists, chemical structures, identifiers, and related content.

The candidate will take responsibility for managing our master data set, developing reports, and troubleshooting data issues. To do well in this role the candidate will need a fine eye for detail, experience as a data analyst, chemical structure and nomenclature knowledge, and an understanding of the popular data extraction and database tools.

Major Responsibilities
- Manage Chemical and Material Library content:
    - Acquire data from primary or secondary data sources, quality check and upload to library
    - Locate and define new data sources
    - Provide technical expertise in data storage structures, data mining, and data cleansing

- Report on programs monthly metrics
- Work with management to prioritize business and information needs
- Help manage user requests (internal or external) for data additions, reporting and/or downloads

Knowledge and Skills:
- Proven working experience as a data analyst or business data analyst in a chemistry or biology setting
- Competency in chemistry nomenclature, functional units, chemical identifiers, and structures
- Experience with product, chemical, hazard and toxicity databases
- Knowledge and experience using data extraction and packages for analyzing datasets (Excel, Python, SQL, etc)
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- Attention to detail
- Demonstrated experience in handling large data sets and relational databases
- Ability to meet deadlines
- Knowledge and familiarity with research techniques
- Experience in Microsoft applications (Word, Excel, Powerpoint) is required

Candidate for Position Must Have:
- Bachelor's degree from an accredited university or college in chemistry, biology, or related field
- A passion for working in the green chemistry or sustainability field
- A commitment to the principles and values that distinguish the work of the Healthy Building Network and a desire to contribute to the success of HBN's mission
- Minimum of 18 months experience via internship or job
- Ability to work well in a virtual team environment, handle multiple assignments, and meet deadlines
- Authorization to work in the United States indefinitely without restriction or sponsorship

Position Information
- Location Flexible – HBN has employees located throughout the US
- Excellent full time benefits including comprehensive medical coverage, dental, and vision options
- 401(k) with company match
- Paid vacation and holidays

How to apply:
Email a cover letter and resume to jobs@healthybuilding.net.

Salary Range: $50k - $60k per year based on relevance of experience and work location

Please, no phone calls. Applications will be accepted until the position is filled.

Website: www.healthybuilding.net