



Axiom
DATA SCIENCE

Axiom Data Science, LLC

<http://axiomdatascience.com/about/>

Title: Project Coordinator

Location: Wickford, Rhode Island - [map](#)

Axiom Data Science is a technology and informatics firm working towards building a better understanding of society and the environment by increasing the accessibility, reuse and impact of scientific data. We specialize in developing data management systems, intuitive web-based data portals and scalable solutions for organizing and analyzing large amounts of complex heterogeneous data. Axiom is based in Anchorage, AK and has satellite offices in Fairbanks, AK, Portland, OR and Wickford, RI.

Position Details

As a Project Coordinator within Axiom, you will support our company from the project management and communications perspective. You will be responsible for interfacing with external partners, funders and clients on project status, task progress and general reporting requirements, in addition to leading internal project management and task coordination across Axiom. Responsibilities include meeting with clients, research scientists and data managers to acquire and document requirements, track/document project progress and reporting requirements in addition to assigning project management tasks to other project managers and technical staff within the organization. You will also play a key role in proposal development at Axiom including content/diagram generation, editing and submission.

As Project Coordinator you will hold a senior position in a small company and will wear many hats. You should be comfortable adopting new technologies, motivating others, giving demonstrations/presentations to an audience and leading by example. This position will act as an ambassador to the larger scientific research community; occasional travel will be required to attend meetings, conferences and workshops representing Axiom on an organizational level.

Preferred Qualifications

While we desire someone with all of the below mentioned characteristics, experience in all the described areas is not required.

- Bachelor's Degree or higher or equivalent industry/academic experience in a physical science (biological, ecological, environmental, meteorological, oceanographic, etc.)
- Three or more years experience acting in project management capacity with a proven track record working in a collaborative environment with multidisciplinary teams while maintaining project goals, timeliness and budget
- Experience working in a fast-paced and highly technical environment
- Familiarity with responsible data management best practices, including metadata (CSDGM, ISO 19115, EML, Darwin Core, etc.) and standard data storage formats for environmental data (GIS formats, netCDF, etc.)
- Experience working with oceanographic instrumentation and/or oceanographic data
- Familiarity with data management requirements of various funding organizations (National Science Foundation, National Oceanic and Atmospheric Administration, Integrated Ocean Observing System, Bureau of Ocean and Energy Management, National Fish and Wildlife Federation, etc.)
- Excellent written and verbal communication skills, especially regarding technical information
- Experience with proposal and/or grant writing
- Self motivated, independent and flexible

Compensation

Competitive salary commensurate with experience. Benefits include five weeks paid leave, holidays, health benefits, 401K contributions and a gym membership.

Apply

Written and verbal communication skills are essential to this position and we will weigh cover letters heavily. We would love a cover letter that demonstrates your writing skills, personality and helps us learn who you really are, what you like to do and why you want to work at Axiom.

Please send a cover letter, resume and any relevant references to careers@axds.co by April 30, 2018.