



Job Title: Data Manager

Location: USA

Employment Type: Exempt; Hybrid/Remote

Salary: \$55,000 - \$90,000

About EcoCentric

We are a mission-driven organization dedicated to environmental compliance and natural resource conservation, focusing on more than just checking boxes. Our team collaborates closely with state and federal agencies to ensure successful project execution from start to finish. Our expertise spans a wide range of services, from biological surveys and construction monitoring to advanced data management and conservation compliance. Whether managing small local initiatives or overseeing the world's largest solar-thermal facility, we prioritize excellence and sustainability.

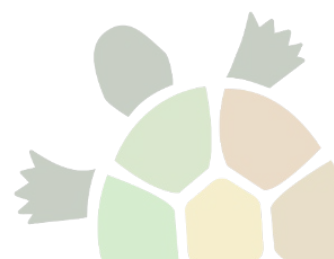
We bring unparalleled attention to detail and care to every project, including specialized services for desert tortoises and other wildlife. From mitigation implementation to habitat restoration, we are committed to doing what's right for our clients, the permitting agencies, and natural resources alike. We are proud of our commitment to delivering client satisfaction while protecting the environment.

What We Offer

- Competitive salary and comprehensive benefits package; Paid Leave
- Professional development opportunities
- Flexible work arrangements
- Collaborative, mission-driven work environment
- Training in environmental compliance and conservation practices
- Opportunity to contribute to meaningful environmental conservation projects

Job Summary

We are seeking a skilled Data Manager to oversee all aspects of our data management operations. The ideal candidate will bring developer-level capabilities to our team, handling database management, GIS applications, workflow automation, and quality control processes to support our ecological research and environmental compliance efforts.



Key Responsibilities

Database & GIS Management (50%)

- Develop and maintain PostgreSQL databases with developer-level capabilities
- Create and manage content in ArcGIS Online and Desktop applications
- Design and implement data automation workflows for collection and reporting
- Develop comprehensive QAQC processes for field and database data
- Create queries and workflows in FileMaker
- Maintain FileMaker integration with PostgreSQL database
- Improve existing and develop new paper and digital data collection forms
- Format and prepare data for presentation and reporting
- Manage user licenses in ArcGIS

Programming & Web Development (30%)

- Write code in JavaScript, SQL, R, Arcade, and Python to automate data processes
- Develop web-based data solutions for field data collection and reporting
- Create custom scripts to streamline data analysis workflows
- Implement systems for automated QAQC of collected data
- Design and maintain digital data collection tools (FieldMaps, S123)

Administrative & Reporting (15%)

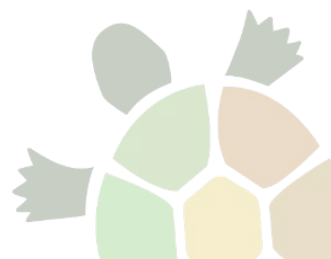
- Assist with basic data analysis for project reporting requirements
- Organize, scan, and properly file data sheets
- Provide weekly deliverables, including summaries of exported data
- Onboard contractors to data systems
- Document data management processes and protocols
- Maintain data dictionaries and metadata

Field Support (5%)

- Manage and deploy radio transmitters for wildlife tracking
- Provide technical support for field staff using digital data collection tools
- Support environmental compliance activities as needed

Working Conditions

- Primarily office-based work, with opportunities for limited fieldwork
- Some fieldwork may be required to gain a firsthand understanding of biologists' work on the ground. This may involve travel, early morning start times, and occasional weekend site visits.
- May need to respond quickly to data management emergencies or time-sensitive reporting needs



Required Qualifications

- Bachelor's degree in Computer Science, GIS, Data Management, Ecology, or related field
- Expert proficiency with ArcGIS Desktop and ArcGIS Online applications
- Expert proficiency with PostgreSQL database development and management experience
- Strong programming skills in JavaScript, SQL, R, Arcade, and Python
- Proficiency with FileMaker
- Web development capabilities
- Experience with the MS Office suite, particularly SharePoint, Excel, and Teams
- Ability to create and manage digital data collection tools (FieldMaps, S123)
- Demonstrated experience in automating data workflows
- Strong attention to detail and organizational skills
- Valid driver's license with good driving record
- Self-motivated with the ability to work both independently and collaboratively

Preferred Qualifications

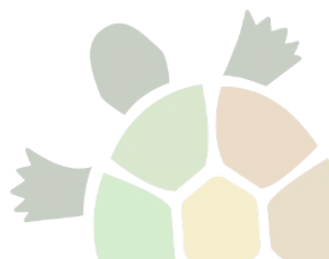
- Experience with ecological research and field data collection
- Background in environmental compliance
- Experience with desert tortoise research or similar wildlife studies
- Familiarity with Mojave Desert ecosystems
- Experience working with regulatory agencies and environmental permits
- Demonstrated ability to write clear technical documentation
- Experience training others in data collection protocols
- Strong problem-solving skills and adaptability to changing requirements
- Experience managing junior team members

Physical Requirements

- Ability to sit for extended periods while working at a computer
- Capacity to occasionally work in field conditions with exposure to extreme temperatures
- Ability to lift and carry up to 25 lbs. of equipment when necessary
- Visual acuity to view and analyze data on computer screens
- Manual dexterity to operate specialized equipment when in the field
- Ability to drive between office and field sites as needed

How to Apply

Please submit your resume and cover letter to careers@ecocentricnv.com explaining your alignment with our mission and qualifications for the role. We thank all applicants for their interest, however, only those selected for an interview will be contacted.



EcoCentric reserves the right to change or modify the employee's job description whether orally or in writing, at any time during the employment relationship. EcoCentric may require an employee to perform duties outside his/her normal description. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

EcoCentric is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

