DETAIL OPPORTUNITY

APPLICATION DEADLINE: August 5, 2024

POSITION TITLE: Program Analyst (Data Literacy)

ORGANIZATION: Chief Data Office | Office of Digital Transformation

LENGTH OF DETAIL: 4 months (with potential option for extension)

WHO MAY APPLY: Current Federal or Trust Smithsonian employees at Grade 12 or 13

START OF DETAIL: September 2, 2024 (negotiable)

WORK DESCRIPTION:
This position is located within the Office of Digital Transformation (ODT), Smithsonian Institution (SI). The Smithsonian Institution is embarking on an Institution-wide digital transformation led by ODT to become a digitally empowered Institution that builds purposeful connections between the knowledge we share and the people we serve, inviting every household, classroom, and community around the globe on a lasting journey to explore, learn, and find meaning together.

The Program Analyst will design and implement initiatives aimed at boosting SI staff’s ability to leverage data to enhance visitor experience, enable new discoveries through increased access to our research data, measure the success of our programmatic work, better track the return on our marketing and revenue generating efforts, and help senior leaders make more informed decisions.

1. Identifies data roles within the institution and related skill requirements.
2. Assesses current levels of data literacy to prioritize initiatives and investments.
3. Outlines data literacy priorities for incorporation in the institution’s data strategy.
4. Drives the design, development, launch, and management of pilot data literacy initiatives.
5. Facilitates external partnerships for data-focused training and development opportunities.
6. Develops and tracks key metrics to measure the success of data literacy efforts.
QUALIFICATIONS REQUIRED:

1. Experience with learning and development strategies.

2. Applied experience delivering mission impact with data, analytics, and impactful communications.

3. Ability to act as a change agent across organizational boundaries.

4. Strong negotiation, influencing, and partnership skills.

INQUIRIES ABOUT JOB QUALIFICATIONS: Jenny Sue Ross, Chief Data Officer, Office of Digital Transformation

HOW TO APPLY: Send your resume to rossjs@si.edu citing “ODT Detail – Program Analyst” in the subject line.

This is a Temporary Equal Employment Work Opportunity
During the period of detail, employee will continue to occupy their official position of record with same grade, step, benefits and status and will be compensated at their current rate of pay.
The detail is not an opportunity for promotion.