



## **Business Systems Analyst**

Founded in 1984 and based in Washington, DC, Island Press' mission is to provide the best ideas and information to those seeking to understand and protect the environment and create solutions to its complex problems. We elevate voices of change, shine a spotlight on crucial issues, and focus attention on sustainable solutions. As the nation's foremost not-for-profit publisher of environmental books and other materials, we grow the awareness of and present science-based solutions to the critical challenges of our times to the natural world, to the built environment, and to the health and well-being of all.

As a key member of the organization, your primary role will be to use your analytical talents to maximize the productivity and communication of the organization through software programs and business strategies. You will work with all levels of the organization to ensure technology, data, and processes fully support the company's mission and goals. You will also be responsible for maintaining and enhancing the company's website.

### Overview

- Communicate and coordinate with staff at all levels to understand, analyze, and improve business systems, data analysis, and processes.
- Create and maintain documentation, reporting, and workflows and communicate changes and improvements to staff.
- Coordinate projects and third party relationships to achieve technology goals.
- Stay up to date on business systems, data analysis, and web technologies.
- Oversee design, improvements, and maintenance of the company's website.

### Qualifications

- Understand and value racial equity as an organizational operating principle and commits to continued learning on issues related to race, equity, diversity, and inclusion.
- Background with metadata or data management systems, with an understanding of and/or hands-on experience in web technologies.
- Experience with search engine optimization techniques and Google Analytics.

- Proficiency in Microsoft applications.
- Ability to coordinate multiple concurrent projects with a strong attention to detail in a fast-paced environment.
- Ability to engage multiple stakeholders to achieve common goals and promote a cohesive strategy.
- Excellent analytical and critical thinking skills with the ability to connect data to business applications and effectively communicate results verbally and in writing.
- Ability to learn new technologies and adapt to fluid and/or changing processes.

### Compensation & Benefits

- Salary range \$50k - \$60k commensurate with experience
- Remote work and flexible scheduling; hoteling available at DC headquarters
- Friday Flextime potential
- Annual leave: vacation, sick, and personal
- Subsidized healthcare insurance
- Dental and vision insurance
- Life, short-term and long-term disability insurance
- Flexible spending accounts for medical and dependent care expenses
- Retirement plan
- Pre-tax commuting benefits and free Capital Bikeshare membership in DC
- Free membership to on-site fitness center at DC headquarters
- Employee discount on Island Press titles

### Application

Island Press is an equal employment opportunity employer that is committed to promoting a workplace as diverse as the environment it is committed to protecting. We encourage applications from qualified individuals regardless of race, color, national origin, gender, gender identity or expression, sexual orientation, age, religion, political association, disability, veteran status, or any other status protected by law.

To apply, send cover letter and résumé to [resumes@islandpress.org](mailto:resumes@islandpress.org) with a subject of Business Systems Analyst, or you can mail your application materials to Attn: HR/Business Systems Analyst, Island Press, 700 12<sup>th</sup> St NW Ste 700 PMB 95497, Washington, DC 20005. No calls please.