



Position: Research Database Manager – Part-time/ Freelance
Company: Creative Class Group
Location: Flexible (Preferably Toronto or Boston)
Start Date: Fall 2010 (Immediate)

Creative Class Group (CCG) is a global advisory services firm that develops new ideas, research and strategies for business, government and community competitiveness and prosperity. The CCG team is comprised of next generation thinkers and strategists who offer companies, associations, and communities access to leading-edge knowledge, trends, consulting, research and training about the Creative Class. Past clients include: Absolut Vodka, Citi Corp, Goldman Sachs, IBM, Johnson & Johnson, Microsoft, Nomura Financial Securities, SAS Institute, Thomsom Corporation, etc.

For more information on CCG services and clients, visit: www.creativeclass.com

Position Description:

The primary responsibility of the Research Database Manager is to work with the organization's founder and Director of Research to create and maintain a relational database that will house the organization's data library for the use of economic development analysis and reports, community profiles and rankings and ongoing writing and publication work. The Research Database Manager will be responsible for creating the database framework, executing the production of the database, producing requested data reports and maintaining the necessary data updates.

This is an ideal opportunity for a professional with database design and construction experience who is interested in working with one of the world's leading economic development and business advisory firms.

Responsibilities:

- Provide design and construction expertise regarding the necessary database platform, interface and data storage for the proposed research database
- Develop and construct database and populate with the appropriate fields and economic and demographic data as listed from the sources below
- Construct specific measures and indexes based on organization's research methods
- Produce data reports, ranking tables, and community profiles as requested by the CCG research team and founder
- Maintain and update the research database with appropriate economic and demographic source information as updated by primary sources

Required Skills and Training:

- BS or BA degree or relevant experience required
- At least two years experience as a seasoned expert database designer or analyst on a project utilizing publicly available data
- Entrepreneurial spirit and ability to self motivate and meet expected deadlines

Data Sources:

Information included in the proposed database will be pulled from the sources below. Data will be assigned to respective geographic definitions (metropolitan areas, states, cities) and employment, industry and occupational classifications.

- U.S. Census Bureau Census and the American Community Survey (including demographic, social, income and housing data)
- U.S. Census County Business Patterns
- U.S. Census Economic Census (including the U.S. Non-Employer Survey)
- U.S. Bureau of Labor Statistics (including both industry-level and occupational employment data)
- U.S. Bureau of Economic Analysis
- U.S. Patent and Trademark Office
- Various perception surveys and other data sources

Compensation:

- Initial fee for design and construction of database
- Retainer-based compensation for updates, analysis and reports

Interested candidate should email a cover letter, resume and a one-page description detailing a past database project they created to steven@creativeclass.com