



Data Visualization Volunteer

Background of Sustainable San Mateo and the Indicators Report:

Established in 1992, Sustainable San Mateo County (SSMC)'s mission is to encourage community action on issues relating to sustainability by providing accurate, timely, and empowering information. Our core program, the *Indicators for a Sustainable San Mateo County* report, provides fact-based information on local trends impacting our economy, environment, and society. It helps governments, businesses, civic groups, and nonprofit organizations set measurable goals and make progress toward achieving them.

Position Description:

Working under close supervision of the Program Manager, the volunteer will be responsible for some or all of the following:

- Receive training in SSMC style guides and data visualization production using Tableau Public
- Generate charts, graphs, and tables that visually represent updated annual data on sustainability indicators for use on the website and in print
- Innovate current format of data visualizations to enhance quality and clarity

Tasks will be assigned based on volunteer interests and goals and SSMC projects and priorities. Course credit may be available to students and should be arranged on a case-by-case basis.

This is a **part-time, unpaid position** that reports to the Program Manager. Work can be completed remotely and hours are flexible.

Qualifications:

- Highly motivated, independent, and responsible
- Passion for environmental and community sustainability; experience or background in San Mateo County ideal but not required
- (Students) In good academic standing and able to commit for a minimum of one quarter/semester

Knowledge and Skills Developed:

- Understand the root causes and inter-relational nature of social problems
- Learn how citizen groups have and can affect change in their communities
- Develop research, communication, advocacy, and/or problem-solving skills

Application Requirements:

- Resume with relevant experience/coursework
- A cover letter showing your interest and qualifications for the position

Please send all application materials to Flora Kaplan at flora@sustainablesanmateo.org as soon as possible with the subject line: "SSMC Data Visualization Volunteer Application".