

Our mission at the Minnesota Vikings is to Advance the Vikings legacy through the passionate pursuit of excellence.

We strive to achieve, we put the team first, we seek to learn, we exhibit high character, and we are committed to a diverse, equitable and inclusive environment.

SUMMARY: This position will support the Business Strategy & Analytics (BSA) team with day-to-day analytical responsibilities. A main focus of this associate will be to gather, cleanse, and visualize different datasets. Duties will also include support for CRM, database, and research.

In addition to the duties described above, the Data & Analytics Associate will take part in the Vikings' exclusive **Leadership Development Program**. This program will provide regular opportunities for professional development, exposure to organizational leadership and the ability to develop skills critical for the Associate's future career growth. A fundamental part of the program will include clearly defined goals between the Associate and their Supervisor that will be tracked and measured for progress throughout the term of the program.

This is a temporary full-time position that will begin on June 3, 2024 and conclude on May 23, 2025, unless otherwise determined.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Gather data from internal and external sources.
- Support all reporting needs: digital, consumers, tickets, research, stage-gate process.
- Create and analyze surveys.
- Transform, organize & input data for reporting.
- Assist with CRM processes, maintenance & expansion.
- Support the Business Strategy & Analytics team as needed with other ad hoc projects.

QUALIFICATION REQUIREMENTS:

- Experience with Microsoft Excel functions (vlookup, data validation, pivot tables, charts, if statements, etc.).
- Computer Science knowledge and relevant experience/coursework, specifically regarding relational databases and ETL process.
- Basic understanding of statistics and comparative analysis.
- Familiarity with visualization tools and data analysis (i.e. PowerBI, Tableau, etc.)
- Familiarity with survey tools.
- Ability to handle multiple projects and tasks simultaneously.
- Ability to learn new skills/processes quickly.
- Strong work ethic.
- Comfortable working in a diverse, team environment.

CONFIDENTIALITY REQUIREMENTS: *This position may require the individual to have access to confidential records and information. To successfully perform this position, confidentiality of the information with which the individual has contact must be maintained.*

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to perform physical tasks such as lifting and moving boxes etc.
- The ability to sit at a desk for long periods of time.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Standard office for regular office hours

The Minnesota Vikings are committed to creating and sustaining a culture for you. Whoever you are, we are an organization that embraces and empowers people of all backgrounds and experiences and incorporate diversity, equity, and inclusion into the foundation of everything we do. We are proud to have a culture that empowers our people to harness their uniqueness to develop their full potential as a contributor to the success of the organization and the communities we serve. The Minnesota Vikings are an equal opportunity employer, and we continue to commit to creating equitable opportunities by ensuring that our place can be anyone's place.