Job Title
Junior Information Architect (IA)

Work Location
Sunset Park, Brooklyn, NY

About Us
Logic Department is a Brooklyn-based Information Architecture consulting company committed to improving usability. We specialize in IA for non-profits, cultural institutions, and corporate clients across the country. Our team works collaboratively with clients to create more intuitive user interfaces and processes.

We are looking for a **self-motivated, emerging IA professional** to join our team on a **part-time basis**. This is a unique opportunity to gain experience in a rapidly growing field and take on a breadth of responsibilities as part of a small team. The Junior IA will work closely with the Lead IA, Usability Specialist, and a variety of business stakeholders. The right candidate will have a sense of humor, enthusiasm for excellent user interface design, and a strong desire to grow with our company.

Objectives & Responsibilities
Work with the team to expand our breadth of clients and find opportunities to capitalize on existing work to increase client retention:
- Communicate clearly and professionally with team and clients.
- Work on multiple projects simultaneously.
- Respect deadlines and prioritize workload appropriately.
- Contribute creative ideas and identify opportunities to improve work.

Review and synthesize large amounts of information to develop information strategies. Work with the team to:
- Map the current or future state of things for a client using flow diagrams, journey mapping, concept diagramming, and/or site mapping.
- Review user research to map insights and develop personas and/or information architecture recommendations.
- Create content inventories.
- Map complex ideas and research-outputs in an understandable way.
- Analyze data, such as search logs, SEO reports and auto-generated content inventories to uncover patterns, gaps, and insights.
- Conduct card sorts/tree tests and develop recommendations based on results.
- Build and revise taxonomies and controlled vocabularies.
- Make informed recommendations for navigation, filters and facets labeling and structures.
- Assist the Usability Research Specialist with qualitative research, as needed.

Demonstrate dedication to professional development. Learn new industry skills to expand our team's capacity to deliver high quality work to our clients:
- Participate in educational opportunities.
- Read professional publications.

Skills & Qualifications

Required:

- Bachelor's degree
- 2 years of professional work experience
- Proficient in Microsoft Excel
- Strong analytical & critical thinking skills
- Theoretical background with a love of practical solutions for users
- Not afraid of a whiteboard, post-its, and open team collaboration

Not Required but Nice to Have:

- Library and/or information science background
- Experience creating and assisting with workshops
- Data visualization & infographics skills

Anticipated Start Date

April 1, 2018

Salary

$20/hour

To Apply

Send a cover letter and resume to **info@logicdept.com** with "Junior IA" as the subject. In your cover letter, please tell us about a website that you think demonstrates good IA.

At Logic Dept, we value a diverse, equitable and inclusive workplace, and we welcome people from all backgrounds, ethnicities, cultures, and experiences. Logic Dept is an equal opportunity employer. We do not discriminate on the basis of color, ancestry, religion, gender identity, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender identity or expression, veteran status, actual or presumed belonging to an ethnic group, or any other legally protected status.