



Position: **QA Lead**
Reports to: Executive Director
Status: Exempt

Position Overview

The QA Lead helps Cool Choices achieve its mission by ensuring that our software products delight users while delivering measurable results for our clients. The ideal candidate has outstanding organizational skills, an attention to detail and a passion for promoting environmentally sustainable practices.

Primary Responsibilities

% of Time

1. Ensure internal quality assurance 35%
 - Lead or supervise ongoing testing of new features and updates to the Cool Choices system including bug testing and documentation, smoke testing and other quality assurance checks
 - Implement ongoing product quality assurance protocols to minimize testing time and bugs

2. Coordinate software development scope and timeline to meet client expectations and organizational objectives 35%
 - Coordinate an Agile-based project management process that prioritizes quality and efficiency
 - Work with management team to define and detail design decisions and vision
 - Manage software development roadmap and shipment deadlines
 - Work closely with development team to create clear feature scope and requirements
 - Produce and manage decision logs for new features
 - Monitor software development velocity and look for opportunities to increase velocity while maintaining quality

3. Analyze Cool Choices program data, generating actionable findings based on that data 30%
 - Lead efforts to produce and monitor game-specific and cross-game analyses and reports with an aim towards maximizing both user experience and Cool Choices' mission
 - Ensure quality and accuracy of Cool Choices reports

Secondary Responsibilities

1. Other responsibilities as assigned



Required Qualifications

Education

Bachelor's degree or equivalent work experience required.

Required Skills & Experience

1. At least one year of experience testing software
2. Experience using a bug tracking software
3. At least one year of experience participating in an Agile/scrum process (or equivalent software development process)
4. Demonstrated success managing complex software development projects
5. A high degree of personal initiative, as demonstrated by past work experience
6. Outstanding analytical skills
7. Attention to detail with high level of accuracy
8. Demonstrated success in facilitating consensus among diverse stakeholders
9. Superior time management, project management and organizational skills
10. Demonstrated MS Excel proficiency
11. Familiarity with relational database and general data tracking systems concepts
12. Strong verbal and written communications skills

Desirable Skills and Experience

1. Familiarity with resource efficiency concepts and strategies across electricity, natural gas, gasoline, water and waste
2. Experience promoting environmentally sustainable practices
3. Fluency with online social media / gaming platforms
4. Ability to create mockups and wireframes
5. Successful completion of at least one college-level course in statistics
6. Experience running SQL commands to retrieve data tables
7. Project management training or certification

Personal Suitability

The ideal candidate will be:

1. Passionate about environmental sustainability
2. Positive, with a "can-do" attitude
3. Able to meet multiple priorities simultaneously
4. Organized, with superior time management skills
5. Adept at problem solving
6. Poised
7. Assertive
8. Flexible

Physical Requirements

The physical demands for this position include sitting at a computer or in meetings for long periods of time and using telephone and email to communicate with existing and potential customers, and the general public. Occasional light lifting of up to 25 lbs. is also essential.



Working Conditions and Environment

Equipment Used: Computer, fax machine, telephone, copier (Provided)
Travel Status: None required
Car Required: No
Normal Work Hours: 40 hours per week during normal business hours: Monday through Friday, 8:00 AM- 5:00 PM

To apply for this position send resume and cover letter to jobs@coolchoices.com.