

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

### **Data Analysis Coordinator (DAC)**

Permanent, full-time position

Hours of work: 8.75 hours per day, 4 days per week

Hourly rate: \$37.05 to \$41.60

Under the direction of the Manager of Early Years Services, this position will support the effective and efficient management, planning and delivery of Early Years Programs by providing knowledge, research, writing expertise, data analysis, database design, knowledge mobilization, and other services. The Early Years division is responsible for annual community service planning for the early learning and child care system. The DAC plays an integral role by providing data, research and program evaluation to assist the division, the department, and the early years community with annual planning and financial, ministry, and community reporting.

#### **Duties & responsibilities:**

You will be responsible for collaborating and building positive working relationships across the department, with local boards of education, community partners, and the broader community. You will be required to participate in both local and large-scale data collection initiatives, including the Early Development Instrument (EDI).

You will conduct local analysis of EDI and other data and support the broader use of early years data through discussion with local boards of education, early year providers, and the broader community.

#### **Qualifications & skills:**

- You have a University Degree in Social Sciences, Business Administration, Computer Science, Statistics, Mathematics or a related field.
- You will have excellent interpersonal, project/time management, analytical, record keeping, and communication skills.
- Your relevant experience in qualitative and quantitative analysis, knowledge mobilization, and research is complemented by knowledge of early year's services and early childhood development.
- You will have sound computer literacy using the MS Office suite, database applications, GIS Software and analytical software such as Statistical Program for the Social Sciences (SPSS).

A valid Class G driver's licence with a clean abstract and access to a personal vehicle is required. An acceptable driver's abstract must be submitted with your resume. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé and any other supporting documents are submitted in one file, preferably MS Word (.doc or .docx) or Adobe (.pdf).

We invite you to submit a resume and cover letter by **4:30pm on Monday, April 15<sup>th</sup>, 2019** to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**e-mail: [hr@northumberlandcounty.ca](mailto:hr@northumberlandcounty.ca)**  
fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberlandcounty.ca](mailto:accessibility@northumberlandcounty.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.