

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: 35 hours per week

Hourly rate: \$38.55/hour (as per the CUPE 3725 Collective Agreement)

Under the direction of the Manager of Community Services, this position will support the effective and efficient management, planning and delivery of Programs by providing knowledge, research, writing expertise, data analysis, database design, knowledge mobilization, and other services. The Community Services division is responsible for annual community service planning for homelessness system and community safety. The DAC plays an integral role by providing data, research and program evaluation to assist the division, the department, and the 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 community partners, Not for Profit organisations and the broader community. You will be required to support the Homelessness Coordinated response team, the by name list and associated forums, and other programs including food security and housing initiatives.

You will support the coordination and required reporting of service agreements and conduct local analysis of related data and support. You will support the review and monitoring of indicators and outcomes within pilot and system programs and participate in the development of recommendations and summaries.

Qualifications & skills:

- You have a university degree in Social Sciences, Business Administration, Computer Science, Statistics, Mathematics or a related field or equivalent.
- You have excellent interpersonal, project/time management, analytical, record keeping, and communication skills.
- Your relevant experience in qualitative and quantitative analysis, knowledge mobilization, presentation and analysis of data and related information and research is complemented by knowledge of the social determinants of health. You have sound computer literacy using the MS Office Suite, database applications, and analytical software, knowledge of GIS software and application is an asset.

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 Friday, January 29, 2021** to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
e-mail: 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 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.