



The Children's Aid Society of the District of Thunder Bay
Caring for children...a community responsibility

Data Analyst Assistant Internship
12 Month Full-Time Contract

POSITION:

The Data Analyst Assistant will provide technical support to the organization's Information Services and Quality Assurance Programs to assist in an agency wide transition to a new provincial database, and to provide data analysis to ensure timely and accurate performance indicator and other statistical reporting to internal and external stakeholders. Compensation: \$19.00 per hour.

Duties and responsibilities will include:

- Interpret trends and patterns in complex data sets, using statistical techniques
- Produce ongoing reports
- Filter and "clean" data – review computer reports, printouts and performance indicators to locate and correct code problems.

QUALIFICATIONS AND REQUIREMENTS:

- University or college graduate who has graduated within the last three years from an accredited college or university.
- Undergraduate or Master's Degree related to Computer Sciences, Information Management, Statistics, Business, Mathematics or Public Health preferred, with credentials related to data analysis, statistics and research techniques
- This position must provide the intern with a first full-time employment in their field of study. Candidates must be legally entitled to work in Canada.
- Excellent organizational, coordination and time management skills to determine priorities, meet timelines and manage several assignments simultaneously.
- Provide respectful, equitable and effective services to diverse populations.
- Use of sound judgment and tact to implement practical options/solutions while anticipating future problems.
- Excellent numeracy skills.
- Intermediate skill level and experience in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Work independently, or as part of the team, and effectively and proactively manage inter-personal conflict.
- Upon hire, submission of a current Criminal Records Check satisfactory to Employer.

APPLICATION PROCESS

CLOSING DATE: JANUARY 30, 2017

Please submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities". Individuals may also submit an application directly to: Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The CAS is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of visible minorities, aboriginal persons and persons with disabilities. Reasonable accommodations during the recruitment process will be provided in accordance with the Ontario Human Rights Code. Applicants may make accommodation requests when contacted for an interview. We thank all applicants; however only those considered for an interview will be contacted.

**THIS OPPORTUNITY IS PROUDLY
SUPPORTED BY:**

