

## **Data Analysis Coordinator**

**Full-time, bilingual position (35 hours/week) for  
1-year contract with possibility for permanent position  
Start date: June 2018**

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The Data Analysis Coordinators (DAC) work directly with the City of Ottawa's Children's Services department to support the City's work as the system manager for planning and monitoring of the licensed child care services and early years system. Through analysing and mapping local data, monitoring and tracking early childhood development indicators, the DAC's support the integration of services for local early years and child care programs. The DACs also support and promote the community's capacity to assess its early years needs and assist agencies in monitoring child and parent outcomes in their programs, so they can respond to the results.

### **Job Tasks and Responsibilities**

#### Knowledge Translation and Mobilization

- Support the local implementation of the Early Development Instrument (EDI) and other Ministry of Education (MEDU) and/or City of Ottawa led initiatives
- Participate in early years community research initiatives
- Develop knowledge translation tools for the City of Ottawa and for local community partners
- Conduct local analysis of EDI and develop reports and tools to facilitate knowledge mobilization and community planning
- Identify all relevant sources of data and research. Where appropriate, incorporate this data into reports that support early years planning and decision making

#### Community Development

- Build capacity, awareness and understanding of early years research among City planners and community partners, and promote the use of research and evaluation findings in evidence-informed decision making, data collection and analysis

- Facilitate training and workshop sessions for community partners to build awareness and understanding of early years research and promote the use of research and evaluation findings in evidence-informed decision-making
- Actively participate in and support local planning groups, networks and committees in disseminating results of local and/or relevant data collection, evaluation and planning activities
- Collaborate with internal staff (e.g. Early Learning Specialists) and external partners (e.g., school boards, municipalities, community agencies, academia) to support early years research, evaluation and information needs at the community, regional, and provincial levels

### **Job requirements/Hiring specifications**

#### Knowledge and abilities

- Excellent working knowledge of SPSS (or similar data analysis software) mandatory
- Strong knowledge of research methodology/design and large scale data analysis
- Good knowledge of program evaluation concepts and process
- Excellent working knowledge of Microsoft Office, particularly MS Excel
- Strong working knowledge of ArcGIS Desktop an asset
- Knowledge and experience with other software an asset (e.g., Beyond 20/20, Survey Monkey)
- Highly motivated and able to take initiative
- Superior communication skills, including exceptional writing abilities
- Highly organized and able to multi-task and effectively prioritize

### **Qualifications and experience**

- Post graduate degree in the social sciences with a research component or equivalent combination of related education and work experience
- A minimum of two (2) years related experience in research methodology, design, mapping and data analysis
- Experience working with a wide variety of stakeholders, particularly in the social services
- Strong presentation skills and experience presenting to varied audiences
- Experience and knowledge of the early years sector is considered a strong asset
- Available to work flexible hours, including occasional weekends and evenings
- Valid driver's license and ability to drive between service locations necessary

### **Language requirements**

- Fluency in both official languages is required

To apply for this position, please send a resume and cover letter directly to [careers@parentresource.ca](mailto:careers@parentresource.ca) quoting "Data Analysis Coordinator Position" in the subject line.

We thank all applicants for their interest in PRC but please note that only those selected for an interview will be contacted. This position will remain active until we are successful in finding the right candidate.