WORKFORCE PLANNING HAMILTON: CANADA SUMMER JOBS

Please read the details below before applying.

WPH are looking for those with previous knowledge and experience with the *Green/Clean Economy*, as this role will require intensive research into this sector. This is an 8-week contract starting May 28th, 2024, so please ensure you are available for that timeframe in a 35hr/week capacity.

> How to apply:
>
> Email: michelle.butcher@workforceplanninghamilton.ca
>
> In **one PDF document** please attach your resume and a letter confirming:
>
> 1. You meet the requirements of the Canada Summer Jobs grant (details below)
>
> 2. How your previous experience or knowledge with clean/green economy will support the work we do at Workforce Planning Hamilton

This role is made possible through the Canada Summer Jobs Grant. To qualify for this role, you must:

- Be between 15-30 years of age as of May 27, 2024
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN
- Unfortunately, according to the grant stipulations, international students are not able to apply for this role.

Closing Date: May 14th, 2024

Due to the large number of applications, we will only be contacting those who will be invited for the next steps of the recruitment process.

Title	DATA ANALYST ASSISTANT – Green/Clean Project Analyst
Reports To	Executive Director
Hours	Full time 35 hours per week
Contract	8-week contract starting May 28, 2024
Rate of Pay	$19.50/hr

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Job Purpose:

The Data Analyst is responsible in providing analytical support to the team at Workforce Planning Hamilton. This role involves leveraging analytical skills to organize, process, and interpret data effectively.

This position is responsible for coordinating the data research analysis activities of the Workforce Planning Hamilton staff and supporting with the development, coordination, and execution of a research project regarding Hamilton's Green/Clean Economy with the use of labour market information and data/research collection.

About the Hamilton Green/Clean Economy Project.

Workforce Planning Hamilton is hiring 3 summer students through the Canada Summer Jobs Grant and the summer students will work collectively to support Workforce Planning Hamilton's goal of researching Hamilton's Green/Clean Economy. This project will involve collaboration, data research, collection, and interpretation to create a report and contribute to the work the organization does. A strong understanding of labour market research and the green economy is beneficial for this role as well as familiarity with Hamilton.

Duties and Responsibilities:

Specifically, this position entails, but is not limited to:

Data Management

- Gather data from various sources (ie., Statistics Canada, Job Bank, Websites) ensuring its accuracy and completeness.
- Clean and analyze data to extract meaningful insights.
- Maintain databases and ensure data accuracy and integrity.
- Develop methodologies for data collection and storage.

Reporting and Analysis

- Generate reports and visualizations using programs such as Canva and Microsoft Word to communicate findings effectively.
- Conduct quantitative analysis to support decision-making processes.
- Identify labour market trends and patterns within datasets to inform strategic planning.

Communication and Collaboration

- Stay updated on industry and local trends and emerging technologies in data analysis.
- Identify opportunities for process improvement and automation to streamline workflows.
- Proactively propose innovative solutions to address local and business challenges and opportunities.

Skills and Competencies

- Knowledge of statistical repositories such as Statistics Canada, Job Bank, and other Labour Market Information collectors.
- Knowledge and experience with green/clean sector.
- Knowledge of the Hamilton community and stakeholders
- Experience with project planning and research.
- Excellent time management skills and ability to prioritize tasks by urgency and importance.
- Ability to multitask and work in a fast-paced work environment with frequent interruptions and competing priorities.
- Strong attention to detail and accuracy skills.
- Professional written and verbal communication skills.
- Resourceful, flexible, and adaptable.
- High degree of common sense and initiative for problem solving.
- Exhibits good discretion, judgement, tact and diplomacy. Maintains confidentiality.
- Excellent organizational, planning and project management skills.
- Works efficiently and effectively independently and in a team environment.
- Works effectively under pressure in a busy and dynamic environment.
- Able to learn new systems, programs and applications quickly.
- Strong understanding of and belief in the advancement of customer service based on best practices, communication and collaboration.

- Good knowledge of standard office practices and procedures.

Qualifications

- Previous experience working in a data analyst position is an asset.
- Bachelor's degree in a relevant field such as Economics, Data Science, Statistics, or Business Analytics.
- Proficiency in data analysis tools and software (e.g., Excel, SQL, Python, R).
- Strong knowledge of and proficiency in office organization softwares (Office 365, Zoom, Adobe, etc.).
- Strong analytical skills with the ability to interpret complex datasets.

Working Conditions

- This position is a hybrid working position. You will be working from home and have access to our central downtown Hamilton Office.
- You will be required to travel into downtown Hamilton to work from the office.
- You must have your own IT equipment (ie. Laptop).
- The standard workweek for this position is 35 hours. The standard business hours for this position is 9:30am-4:30pm.
- May require sitting, facing screens, and using phones for extended periods of time.