



## **DATA AND PROJECTS COORDINATOR**

**Fulltime**

**Start Date: May, 2025**

**Salary: \$50,000**

**Location: Hamilton (Remote/Hybrid)**

### **Position Summary**

The Data and Projects Coordinator is responsible for overseeing and coordinating projects arising from the labour market planning process including data analysis, report and other writing tasks and project management. The successful candidate will handle multiple projects within a fast-paced environment and is open to constant challenge and change. He/she will develop and maintain positive working relationships with all contacts inside and outside WPH. It is expected that the coordinator will achieve results in the absence of day-to-day supervision.

### **Key Duties**

Under the direction of the Executive Director, manage and implement aspects of special research projects and community outreach including the labour market planning, community projects and presentations, and other outreach activities. Activities may include the following:

- Conduct research and information gathering on the labour market issues examining trends with a special emphasis on local labour market trends/issues, keep relevant on current statistics
- House One Hub data, contact and liaison to orient new staff to tool, answer questions from other regions
- Analyze census data and other Statistics Canada products as required for labour market planning and WPH projects
- Ensure data is checked for quality and accuracy
- Respond to queries from the community requesting data and statistical analysis
- Design and distribute surveys and analyze survey results for workforce sectors, industry sectors or other community groups
- Create visual presentations of the data in figures or tables or other info graphics
- Write reports and other labour market publications summarizing research findings
- Ensure assigned projects are on track and on time
- Represent WPH on committees in the community
- Prepare and present WPH materials as required



**Workforce Planning Hamilton**

Planification de main d'œuvre de Hamilton

## Key Competencies

- Analytical Skills: Collecting, comparing and relating data from different sources and identifying issues.
- Attention to Detail: Checking for accuracy in one's work; showing concern for all areas of a task, however small.
- Flexibility/Adaptability: Readily adapting to changing requirements; maintaining effectiveness in varying circumstances.
- Oral Communication: Expressing oneself effectively and convincingly when speaking with individuals and groups in a formal or informal setting.
- Technical Knowledge/Proficiency: Possessing and putting to effective use the technical knowledge required to do a job.
- Written Skills: Conveying information concisely and accurately in an appropriate written format; expressing oneself effectively in writing for the intended audience

## Skills and Qualifications

- Ability to work with spreadsheets that contain large amounts of data and formulas
- Ability to analyze data and present results in a user-friendly format including tables, graphs or other info graphics
- Familiarity with Statistics Canada products and Beyond 20/20 software
- Familiarity with labour market issues and data
- Exceptional research skills and knowledge of current trends
- Exceptional organizational skills and the ability to meet deadlines and targets
- Strong computer skills including all programs in Microsoft Office suite
- Knowledge of Beyond 20/20 an asset or willingness to learn
- Strong verbal and written communication skills
- Strong sense of professionalism
- A university degree in statistics, computer science or mathematics would be an asset

To apply please send a copy of your resume and cover letter to:

[Justine.agada@workforceplanninghamilton.ca](mailto:Justine.agada@workforceplanninghamilton.ca).

Applications will be looked at as they are received. The closing date for this permanent full-time position will be April 30th, 2025.

This role will require working remotely as well as office work at a downtown Hamilton location. Some local travel will also be required.