***ROI is Hiring!***

***RURAL DATA ANALYST***

ROI is looking for a highly motivated, capable person to join our team as a **Rural Data Analyst**. This is a temporary position.

**Job Title:** RuralData Analyst

**Compensation:** $20/hour

**Position Status:** Full-time: 8 weeks or Part-time: 12 weeks

**Number of Hours per Week:** 37.5

# Anticipated Start Date: May 25, 2021 or ASAP

**Anticipated Finish Date:** July 17, 2021 (FT) or August 20 2021 (PT)

**POSITION SUMMARY**

We are seeking a capable individual to strengthen the data analysis capacity at ROI. You will work in a collaborative team to develop an information system that utilizes Statistics Canada datasets including Census Subdivision and Census Division geographies over historic time series. You will provide advice on how to make the information accessible, consistently formatted as the basis for preparation of future editions of ***“Focus of Rural Ontario***’ fact sheets.

See <https://www.ruralontarioinstitute.ca/knowledge-centre/focus-on-rural-ontario>. Fact sheets address multiple socio-economic topics and present statistical information on trends occurring in rural Ontario. This ranges across employment, housing, income, business patterns, infrastructure, migration, and demographics, among other themes.

Your responsibilities will include supporting the migration process of data tables created by the nationally renowned rural statistician Dr. Ray Bollman. You will contribute to the creation of a “Database Manual” that documents the source data, the data structure, the steps for creating standard charts and tables of Ontario rural geographies and includes a data maintenance schedule for the downloading of Statistics Canada information and updating them. Since several data sets may require custom tabulations the process for requesting the appropriate data fields should be incorporated in the plan.

Wages for this position are partially funded by the Government of Canada’s Summer Job Program. Thus there is a requirement that all candidates for this position are 30 years old or younger.

# JOB RESPONSIBILITIES:

* Assist with the planning and establishment of an information system and data management plan;
* Liaise with rural statistician Ray Bollman to migrate excel data tables and integrate them onto ROI networks for future updating;
* Participate in the evaluation of any software tools for the information system and its compatibility with ARCGIS (ESRI tools);
* Download Statistics Canada datasets utilizing CANSIM and formatting them for integration into ROI information system;
* Generate data tables for fact sheet publication(s) and assist with the description of notable results; and,
* Help train ROI staff and problem-solve with the assistance to other team members.

# QUALIFICATIONS AND EXPERIENCE:

* University degree or college diploma in fields such as: statistics, economics, geography, rural planning and development, or GIS and information systems.
* Demonstrated capacity in data management, manipulation, interpretation and analysis
* Familiarity with data base management/data cleansing and large structured, semi-structured or unstructured datasets.
* Familiarity with Statistics Canada information products, datasets and on-line tools developed by Statistics Canada
* Knowledge of rural Ontario geographies, economic regions and related nomenclature such as CSDs/CDs/IRs, MIZ, CMA/non-CMA, RST, NAICS/NOCs
* Proficiency with ESRI ArcGIS or similar GIS software is an asset
* Education or previous work experience related to geomatics is an asset
* Strong organizational skills and ability to meet deadlines without close supervision
* Experience communicating technical concepts to a non-technical audience

A background or interests in topics, areas of expertise or disciplines related to ROI program areas is an asset but not a requirement. This might include for example:

* Rural community development and sustainability;
* Planning/municipal governance/economic development;
* Organizational development, leadership & governance capacity building; and/or
* Agricultural sector and food sectors.

# ADDITIONAL INFORMATION

This is a full-time (8 weeks) or part-time position (12 weeks) and can be accomplished from a home office or remote location. A regular schedule of in office hours for coordination and team meetings is anticipated after COVID restrictions are lifted. Bi-weekly meetings will take place at the Rural Ontario Institute office north of Guelph, Ontario. Travel to the office location will not be compensated.

Please apply in confidence by email no later than **May 17, 2021**, sending your resume and cover letter highlighting any relevant personal accomplishments or motivations that reflect your potential success in the position.

# Please apply to:

Norman Ragetlie

Executive Director, Rural Ontario Institute Email: [nragetlie@ruralontarioinstitute.ca](mailto:nragetlie@ruralontarioinstitute.ca)

# We thank all those who apply. Only those candidates selected for an interview will be contacted.