

***The Rural Ontario Institute 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 full-time contract position.

**Job Title:** Rural Data Analyst

**Compensation:** \$80,000/year

**Position Status:** Full-time, 14 months

**Number of Hours per Week:** 37.5

**Anticipated Start Date:** Feb 1, 2022

**Anticipated Finish Date:** March 30, 2023

**POSITION SUMMARY**

We are seeking a capable individual to strengthen ROI's data analysis capacity. You will participate in the data acquisition process of the *Data Solutions for Rural Housing* project that ROI is implementing in partnership with Eastern Ontario Warden Caucus (EOWC). This digital tool aims to provide local, reliable, salient, and current rural data to assist proponents & municipalities in the planning and construction of new, affordable housing.

You will also be responsible for managing ROI's internal information system, and will report to the Project Manager.

For the *Data Solution for Rural Housing* project, you will explore future data sources and potential data upgrades while the contracted IT company focusses on the build-out of local data and census data. This might include for example, seniors living arrangements, percentage of homes in need of major repairs, tax filer information, among others.

You will prepare new editions of ROI's "[Focus on Rural Ontario](#)" fact sheet series and will organize content in an accessible and consistent format. Fact sheets address socio-economic topics and present statistical information on trends occurring in rural Ontario. Topics have included employment, housing, income, business patterns, infrastructure, migration, and demographics, and a plan to guide publications has been developed for 2021–2023.

You will participate in the development of a benchmarking system to assist rural communities in their planning and development. This will build upon and update existing resources to reflect current trends and issues relevant to rural development.

**JOB RESPONSIBILITIES:**

- Participate in the data acquisition process of the *Data Solution for Rural Housing* project and report progress to the project manager.
- Assist the project manager of the *Data Solutions for Rural Housing* project with the development of communication materials and outreach, as well as other project related tasks.
- Manage ROI's internal information system and data management plan
- Download Statistics Canada datasets and format them for ROI's information system
- Create and update data tables and use tables to develop public-facing fact sheets on topics affecting rural Ontario
- Prepare Rural Demographic Census report with mapping to be used by rural stakeholders

- Oversee the development of a data analysis product to provide benchmarking services for rural/small-town communities.
- Liaise with outside partners in academia to guide joint analysis projects
- Liaise with Statistics Canada staff to acquire custom tabulations as needed for internal analysis
- Update team members on data analysis activities to keep others aware of activities
- Compose public-facing blog posts on topics related to rural data analysis
- Assist with planning and executing ROI events such as webinars and (if public health regulations permit) in-person events

#### **QUALIFICATIONS AND EXPERIENCE:**

- University degree or college diploma in a relevant field, such as mathematics, statistics, economics, geography, rural planning & development, or GIS & information systems
- Demonstrated capacity in data management, manipulation, interpretation, and analysis
- Familiarity with database management/data cleaning and large structured, semi-structured, or unstructured datasets
- Familiarity with Statistics Canada information products, datasets, and online tools
- Knowledge of rural Ontario geographies, economic regions, and related geographic nomenclature such as CSDs/CDs, MIZs, CMAs, RST areas, and NAICS/NOCs
- Knowledge of common statistical techniques and comfort working with numerical data
- Proficiency with Microsoft Office, particularly Excel
- Proficiency with ESRI ArcGIS or similar GIS software
- Strong organizational skills and ability to meet deadlines without close supervision
- Experience communicating technical concepts to a non-technical audience (verbally and in writing)
- Education or previous work experience related to geomatics is an asset
- Education or previous work experience related to data visualization or graphic design is an asset

A background or interests in topics, areas of expertise, or disciplines related to ROI program areas is an asset but not a requirement. The following are some examples:

- Rural community development and sustainability
- Planning, municipal governance, and/or economic development
- Affordable and attainable housing
- Organizational development, leadership, & governance capacity building
- Rural economic sectors, such as agriculture, agri-food, resource development, or tourism

#### **ADDITIONAL INFORMATION**

This position is likely to be performed primarily from a remote location. A regular schedule of in-office hours for coordination and team meetings is anticipated when permitted. Travel to the office location will not be compensated.

Please apply in confidence by e-mail no later than **January 17, 2022**, with a résumé and cover letter highlighting relevant personal experience, accomplishments, and/or motivations that reflect your potential success in the position.

**Please apply to:**

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

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