

## ***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:** \$21.00/hour

**Position Status:** Full-time, 24 weeks

**Number of Hours per Week:** 37.5

**Anticipated Start Date:** October 11, 2021 (or ASAP)

**Anticipated Finish Date:** March 25, 2022 (with the possibility of extension)

#### **POSITION SUMMARY**

We are seeking a capable individual to strengthen ROI's data analysis capacity. You will work in a collaborative team and will be responsible for managing ROI's internal information system which primarily uses Statistics Canada datasets at the Census Subdivision and Census Division levels over historic time series.

You will prepare new editions of ROI's ["Focus of 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 oversee 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.

You will liaise with rural statistician Dr. Ray Bollman to complete the transfer and organization of data tables used to develop previous fact sheets. You will also liaise with community partners to occasionally engage in additional analysis projects.

#### **JOB RESPONSIBILITIES:**

- Manage ROI's internal information system and data management plan
- Liaise with rural statistician Ray Bollman to transfer Excel data tables and integrate them onto ROI networks
- Participate in evaluating software tools to support future work (e.g., GIS software)
- 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
- Update team members on data analysis activities to keep others aware of activities
- 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
- 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
- Intermediate 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
- Organizational development, leadership, & governance capacity building
- Rural economic sectors, such as agriculture, agri-food, resource development, or tourism

## **ADDITIONAL INFORMATION**

Due to funding the successful candidate must meet the following requirements:

- Between the ages of 15 and 30 inclusive (when the internship starts)
- A student, unemployed or underemployed.
- You must be a Canadian citizen, permanent resident of Canada or a refugee under the Immigration and Refugee Protection Act, Canadian citizen or permanent resident.

Due to current public health regulations, this position is expected to be performed primarily from a remote location. A regular schedule of in-office hours for coordination and team meetings is anticipated after COVID restrictions are lifted. Meetings may take place at the Rural Ontario Institute office north of Guelph, Ontario, and travel to the office location will not be compensated.

Please apply in confidence by e-mail no later than **September 30, 2021**, 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

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