

<b>Position:</b>	<b>Data Analyst</b>
<b>Reports to:</b>	Director of Family Programs & Impact
<b>Location:</b>	South, Central or North Island (hybrid or remote model will be considered)
<b>Term:</b>	Temporary, Full Time (8-month term)
<b>Hours of work:</b>	Monday-Friday, 37.5 hours/week
<b>Salary Range:</b>	\$49,842 - \$62,303/year

### **About us:**

Children's Health Foundation of Vancouver Island (CHFVI) has invested in the health of Island kids for almost 100 years. Our mission is to ensure all Island families have access to the health care they need, when and where they need it the most. Thanks to the generosity of our donors, we are able to bring supports closer to home and help transform the lives of children and youth living with physical and mental health challenges.

We collaborate with communities, partner organizations, and donors to fund programs and provide supports to address the daily and often urgent health care needs families face when caring for a child with complex health challenges. Our crucial fundraising work began with inpatient support for kids with polio and other physical health challenges in 1927 and has evolved with every emerging health care need in the decades since.

We know kids may only be 21% of our Island's population, but they are 100% of our future. Help us invest in this future and join us as champions for the health of every Island family.

### **Who we're looking for:**

We are seeking a talented and passionate Data Analyst to join our team. The ideal candidate will have a strong analytical mindset, excellent data skills, and a genuine interest in using data to drive positive change.

### **Why join us?**

Are you looking for an opportunity to make a difference? The work you do with CHFVI will have a direct and positive impact on children and families on Vancouver Island and surrounding islands.

### **Responsibilities**

#### ***Data Collection and Cleaning***

- Collect and organize data from various internal and external sources, including surveys, databases, and external macro data analytics.
- Identify and address data quality issues and opportunities.
- Responsible for ongoing collection of data and information to support developmental, outcome, and impact evaluation across the organization.
- Review, refine, and recommend changes with data collection tools and processes as required.

**Main office:** 345 Wale Road, Victoria BC, 69B 6X2

**Jenece Place:** 201 Hospital Way, Victoria BC **Qwalayu House:** 565 2nd Avenue, Campbell River BC

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Charitable Registration No. 898638291 RR0001

### **Data Analysis and Insights**

- Utilize statistical analysis techniques to uncover trends, patterns, and insights within the data.
- Develop and implement data models to predict future trends and outcomes.
- Conduct in-depth data analysis to inform strategic decision-making.

### **Data Visualization**

- Create clear and compelling data visualizations, such as charts, graphs, and dashboards.
- Communicate complex data insights effectively to both technical and non-technical audiences.

### **Report Generation**

- Develop regular and ad-hoc reports to track key performance indicators and present program impact.
- Present findings and recommendations to stakeholders, including senior leadership and program managers.

### **Data Governance and Security**

- Ensure data privacy and security compliance.
- Contribute to the development and maintenance of data governance policies and procedures.

### **Required skills & experience**

- Experience with data cleaning, transformation, and visualization techniques.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Ability to communicate complex data concepts clearly and concisely.
- Passion for using data to drive social impact.

### **Qualifications & education**

- Bachelor's degree in Statistics, Data Science, Computer Science, or a related field.
- Strong proficiency in data software (e.g., MS Access, Razors Edge, Humi, Great Plains) and analysis.
- Experience working in the nonprofit or charitable sector.
- Knowledge of fundraising or program evaluation data.
- Experience with statistical modeling and machine learning techniques.

### **Application process**

To apply: Visit <https://islandkidsfirst.applytojobs.ca/services/34994>

Deadline: All submissions should be received by **4:30pm, Monday, January 6<sup>th</sup>, 2025**

Equity: The Foundation welcomes applications from all qualified individuals, including, but not limited to persons with disabilities; racialized persons; First Nations, Inuit, and Métis; and persons of any gender identity and sexual orientation. The Foundation is committed to providing an inclusive and barrier-free recruitment process and work environment.

All qualified candidates are encouraged to apply; however, must be legally entitled to work in Canada.