

<b>Job Title:</b>	Data Specialist
<b>Reports to:</b>	Director, Data Impact & Policy
<b>Employee type:</b>	Full-time (37.5 hours per week)

## The Canadian Alliance to End Homelessness

The Canadian Alliance to End Homelessness ([CAEH](#)) leads a national movement of individuals, organizations and communities working together to end homelessness in Canada. The CAEH works toward a Canada without homelessness. We do it by helping communities and governments across the country apply proven approaches to transform programs, policies and systems toward the goal of ending homelessness.

### What is the opportunity?

We are looking for a full-time Data Specialist to join our Data Impact & Policy team. The Data Specialist position will involve hands-on data analytics as well as the development of connectors and dashboards. Our ideal candidate wants to be part of a team that is laser-focused on ending homelessness in Canada by *using better data and using data better*. This position will report to the Director, Data Impact & Policy, and will work closely with other members of the data team to support the organization.

### What will you do?

- Create and maintain dashboards to track and optimize performance and inform decisions focused on ending homelessness
- Serve as an ad hoc advisor to deliver data analytics expertise and advice to the team, while ensuring Improvement Science is integrated into project delivery
- Produce and support data driven insights on a proactive basis and in response to internal requests
- Conduct research and data analysis by querying and analyzing data, employing data mining techniques and statistical methods, process methodologies, trends analyses, and quantitative and qualitative research from multiple diverse sources
- Participate in the delivery of formal presentations to internal and external stakeholders
- Exercise strong and efficient social skills to establish effective and reliable connections and relationships with key points of contacts to ensure sustainable, trusted, and dependable data and information sharing practices with fellow staff and both internal and external stakeholders.
- Contribute to building a culture of continuous improvement

## What do you need to succeed?

### Must-have:

- Passion for ending homelessness, a belief its possible, and a sense of urgency to get there.
- 3-4 years of experience in data collection, extraction, manipulation, analysis, reporting and visualization
- Demonstrated ability to identify trends, variances and anomalies in data sets
- Knowledge and experience on database design and architect
- Working knowledge of one or more visualization tools: Tableau, Excel, Power BI etc. and have the ability to quickly learn new tools
- Expert working knowledge of Excel and/or Google Sheets (i.e., crunch, analyze, and get results for complex queries using advanced functions and formulas)
- Demonstrated project management experience with the ability to take initiative and lead concurrent projects
- Must be able to demonstrate a level of expertise related to the duties described normally acquired through post-secondary education in a discipline pertinent to this work or the equivalent combination
- Willingness to embrace and actively support the unique culture and values of CAEH

### Nice-to-have:

- Knowledge in the area of continuous quality improvement and Improvement Science
- Ability to communicate effectively with individuals and organizations both orally and in writing
- Knowledge of current issues and trends in housing and homelessness
- Bilingual, English and French, both oral and writing skills is an asset
- Lived experience of homelessness is an asset
- Experience working from a diversity, equity, inclusion, decolonizing, and anti-oppression framework is an asset

## What's in it for you?

- This position can be located anywhere in Canada with preference for a location that is easily accessible to an international airport.
- This position requires the ability to work from a virtual/home office location without the standard support available at a business office.
- Travel up to 5-7 days per year for meetings may be required post-COVID.
- The salary range for this position is \$70,000-\$90,000 annually (plus a comprehensive benefits package) based on experience.

## How do you apply?

- Please send your cover letter and resume to the attention of Randalin Ellery, Director, Data Impact & Policy, [info@caeh.ca](mailto:info@caeh.ca)
- Deadline to apply is April 16, 2021 (midnight PST)

*We thank all applicants for their interest in CAEH; however, only chosen applicants will be contacted.*

*CAEH is committed to fostering an inclusive work environment that reflects all who reside in Canada. We welcome, encourage and will prioritize applications from Indigenous Peoples, folks with disabilities, people with lived experience of homelessness, POC, and 2SLGBTQQIA folks. Accommodations are available upon request for candidates in all phases of the selection process.*