**Massey Centre (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The Centre has a temporary 1year Full time opportunity for a Data Analyst. This position contributes to the achievement of the Massey Centre’s (the ‘Centre’) mission, vision, strategic directions and objectives by working closely with the Director of Finance and Administration and Program Director to provide IT support for staff and clients during COVID-19, ensure high level of data integrity for the Centre’s information and data management systems, timely and accurate analysis, outcome development, trending and reporting. The Data Analyst will play a key role in development and implementation of the Centre’s Quality Assurance framework, and supporting the Centre in evidence-based decision making and strategic management.

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| --- | --- |
| **Position:** | **Data Analyst** |
| **Term:** | Temporary one-year Full-time  |
| **Department:** | Finance and Administration |
| **Reports to:** | Director of Finance and AdministrationDotted line to Program Director |
| **Qualification:** | * Bachelor’s degree in Computer Sciences, Engineering, or related field; or equivalent combination of education and experience
* Minimum 5 years experience in information management, computer network, and user support
* Advanced knowledge of information system, spreadsheets, databases and productivity software
* Knowledge of, and experience, in developing and implementing Quality Assurance framework and quality indicators required
* Demonstrated high level of critical thinking, analytical, adult education and problem solving skills
* Ability to communicate effectively in English, both verbally and in writing.
* Good interpersonal skills and ability to work effectively within the team environment
* Ability to work independently with minimal supervision, while seeking the appropriate level of consultation and approval from management.
* Negative report from Criminal Reference Check
 |
| **Working Condition:** | * Regular working hours with occasional overtime
* Work is performed primarily in a standard office environment
* Physical demands light with occasional lifting
 |
| **Closing Date:** | **February 16, 2021; 5:00 p.m.** |
|  |  |

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the* *Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005,* andthe *Massey Centre’s Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

Massey Centre encourages applications from persons who represent the diverse populations we serve.

**Qualified applicants should send their cover letter and resume by the closing date to:**

**­Human Resources**

**Massey Centre**

**1102 Broadview Avenue**

**Toronto, ON M4K 2S5**

**Fax: 416-425-4056**

**OR**

**Email:** **hr@massey.ca** **(please quote "Data Analyst" in the subject line)**

***We thank all applicants, however, only those we select for interview will be contacted.***