

The District of Nipissing Social Services Administration Board is hiring!

Children's Services Data and Early Years Program Coordinator (Contract up to March 31, 2023) Bulletin D2022-20

Do you aspire to have a fulfilling and challenging career working in the public sector with a locally respected organization? Do you have an education in Business Administration, with a focus on data collection and analysis and/or analytical research focus? Are you a skilled writer and communicator with highly developed interpersonal skills to foster and maintain working relationships with a variety of internal and external stakeholders? Are you a team oriented individual, with a focus on collaboration and service? At DNSSAB we are looking for a talented Children's Services Data Coordinator and Early Years Program to add to our exceptional Children's Services team.

This contract position up to March 31, 2023 is located in North Bay and currently provides an opportunity for remote work. The Children's Services Data and Early Years Program Coordinator is responsible for providing support for planning, implementing and evaluating outcomes for early years and child care programs and services throughout the Nipissing District. You will also be responsible for conducting research, designing data collection processes and tools, monitoring and evaluating programs and analyzing data to help inform both program outcomes and strategic direction. This position will support and assist with the development of mechanisms that further promote service system integration within the early years and child care sector. The DNSSAB offers a competitive salary of \$ 74,327.26 annually, a team oriented work environment, encourages work-life balance with the right to disconnect, and is committed to ongoing development.

Qualifications:

- Successful completion of a three (3) year College diploma or University Degree in Social Services, Business Administration or related field, with focus on data collection and analysis and/or analytical research focus, preferably in a children's service setting;
- Experience working at a supervisory level is considered to be an asset;
- Good knowledge and understanding of the early years and child care sector, and knowledge of applicable legislation, standards and theories of early childhood education an asset;
- Experience working with computer software used for assembling statistical databases, data manipulation and analysis; including Microsoft Office Suite, OCCMS, Tableau and ERAM Programs;
- Experience in the application of statistical research methodologies, descriptive and inferential statistics;
- Ability to establish processes that ensure data integrity;
- Excellent communication, interpersonal, technological, analytical, and presentation and facilitation skills required. Ability to communicate in both official languages is considered to be an asset.
- Ability to work in a stressful, fast-paced and constant change environment;
- Demonstrate a high level of attention to detail, accuracy and precision in work processes with keen observation skills;
- Time management skills and the ability to work independently;
- Demonstrate respect of the confidentiality of privileged and sensitive information and/or data;
- Comfortable working in non-standardized work environments and outside regular business hours;
- Ability to travel throughout the Nipissing District and neighboring districts for work related purposes;
- A valid Ontario Driver's License and a vehicle available for use on the job;

Must be legally eligible to work in Canada. Criminal reference Check within (3) months is a requirement.

Applications for the above position will be accepted up to **9:00AM, Thursday, April 21. Please follow this link <https://bit.ly/3jBeRhe> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.

We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.