Data Analyst - Labor Market and Stakeholder Relations Programs

Full-time, Hybrid - Vancouver, BC

About Us

The Immigrant Employment Council of BC (IEC-BC) is a dynamic not-for-profit that helps BC employers recognize the collective value immigrants bring to the workforce, positively impacting our society and economy. As a growing organization, our programs break down barriers that keep BC businesses from making full use of the diverse skills and experience immigrants bring to the workplace and communities.

About the Role

We are seeking a skilled and detail-oriented Data Analyst to join our non-profit organization (NFP) focused on promoting inclusive workplaces for immigrants in British Columbia (BC). As a Data Analyst for Labor Market and Stakeholder Relations Programs, you will play a crucial role in collecting, analyzing, and interpreting data to derive insights and drive evidence-based business and programmatic decision-making. Your expertise in data analysis, research methodologies, and labor market dynamics will contribute to our mission of fostering inclusivity and success for immigrants in BC

Reports to: Manager, Data and Information Technology
Salary: $60,000-$65,000 per annum plus a competitive benefits package
Location: Vancouver, BC

Key Responsibilities

Data Analysis and Insights:
- Collect, clean, and analyze data related to labor market integration, stakeholder relations, and diversity and inclusion programs to identify trends, patterns, and key insights.
- Develop and implement data collection strategies, surveys, and methodologies to gather relevant data from multiple sources, including surveys, databases, and external reports.
- Conduct statistical analyses, including descriptive and inferential analyses, regression models, and data mining techniques, to derive insights and uncover correlations and causal relationships.

Metrics and Reporting:
- Collaborate with program managers, UX designers, and stakeholders to define key performance indicators (KPIs) and develop data-driven metrics to measure program effectiveness and impact.
- Prepare reports, dashboards, and visualizations to effectively communicate data findings, trends, and recommendations to internal teams, leadership, and external stakeholders.
- Monitor and track program performance against established metrics, identify areas for improvement, and provide actionable recommendations to optimize program outcomes.

Cross-Functional Collaboration:
- Collaborate with cross-functional teams to integrate data analysis into program planning, design, and evaluation processes.
- Ensure data quality and integrity by implementing data validation procedures and addressing data discrepancies or anomalies.

- Adhere to privacy and data protection regulations, ensuring compliance and ethical handling of sensitive data.

Data Strategy and Innovation:
- Stay up-to-date with labor market trends, industry research, and data sources to inform data analysis and provide insights on emerging topics and best practices.
- Contribute to the development of data governance frameworks and data management strategies to improve data collection, storage, and analysis processes.
- Optimize data collection, storage, and analysis processes for program enhancement.

Qualifications:

- Bachelor's or Master's degree in data science, statistics, economics, social sciences, or a related field.
- Proven experience as a Data Analyst, preferably within labor market integration, stakeholder relations, or diversity and inclusion programs.
- Proficient in creating clear and impactful data visualizations to effectively communicate findings to diverse audiences.
- Excellent attention to detail and ability to work with large datasets, ensuring accuracy and data integrity.
- Experience with survey design, data collection methodologies, and statistical analysis techniques.
- Strong proficiency in statistical analysis software and data visualization tools, such as Tableau or Power BI.
- Strong SQL skills for data querying and manipulation, and knowledge of data governance and privacy regulations, ensuring compliance and ethical handling of data.
- Collaborative mindset with the ability to work effectively in cross-functional teams and engage with stakeholders.
- Strong analytical thinking and problem-solving skills, with the ability to translate complex data into actionable insights and recommendations.
- Strong written and verbal communication skills, with the ability to convey technical concepts to non-technical stakeholders.
- Familiarity with labor market dynamics, employment trends, and diversity and inclusion practices is highly desirable.

How to Apply

If you are passionate about promoting diversity and inclusion in the workplace and thrive in a small, impact focused and fast-paced organization, this could be the position for you. To be a part of an innovative and purpose-driven team that is building a prosperous and inclusive future for British Columbia, **please submit your resume and <u>cover letter</u> by September 3,2024** via LinkedIn or to recruitment@iecbc.ca and quote "Data Analyst", in the subject line.

We kindly ask for no phone calls. We are a small team with limited HR support, and due to the high number of applications received, only candidates who are selected for an interview will be contacted.