

Christian Horizons

Christian Horizons is a non-profit organization that operates in Ontario, Saskatchewan, and overseas in places like Ethiopia, and Haiti. We have been serving people who experience disabilities for over 50 years. Our Vision is that people who experience disabilities belong to communities in which their God-given gifts are valued and respected. Every role in our organization plays a vital role in achieving this and our goal is to find a candidate who can help us achieve our Values, Vision, and Mission. Visit our website: <https://christianhorizons.org/> for more information.

Temporary, Full Time (approx. 8 months)
Data Specialist
40 hours/week
Waterloo Office (Hybrid)

The Data Specialist is responsible for creating and supporting data and analytics products by enabling data integrity across data sources at Christian Horizons. This includes maintaining, transforming, and presenting data. Data maintenance includes documenting the current data and designing the desired future state of data architecture. The Data Specialist will deploy practical solutions that will ensure data is accurately moving between systems and is stored securely. The Data Specialist enables users to see the data they are authorized to see in a way that will help the user make good decisions.

Responsibilities:

- Implement master data management including providing documentation for data dictionaries and catalogs.
- Conduct data discovery and documentation of relevant (highest priority) data schemas and sources.
- Audit and analyze data to ensure consistency, correctness, and fitness for use.
- Document data flows and usage within systems and identify potential concerns or issues with data.
- Execute and monitor data cleaning processes to ensure that data within source systems remains consistent, correct, and cohesive.
- Develop Extract Transform Load (ETL) processes and workflows to move data from internal and external sources to the data warehouse.
- Design and architect data warehouses, determining a structure for storing data and presenting data products while maintaining security.
- Create security standards for data access as new processes are developed.
- Test, validate, and document data access and usage.
- Develop Python scripts, Excel macros or spreadsheets, and other scripts to manipulate data, conduct analysis, and transform data in response to Department/District requests.
- Create dashboard visualizations to present data that has been extracted or transformed.
- Develop data products (e.g., views, data extractions, simple data collection tools).

Requirements:

- One year of previous working experience in Information Systems
- Data or Software Development Bootcamp or University Degree or College Diploma in a related field of study (Data Analytics, Data Science, Computer Programming, Statistics)
- Data analysis and presentation skills

We thank all applicants; however, only those selected for an interview will be contacted

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- Experience with Data Tools and Languages including SSIS, SSRS, Python, Excel Macros, PowerBI, SQL
- Business analysis skills including requirement gathering, stakeholder engagement, and responding to user feedback
- Exceptional attention to detail
- Excellent time-management skills

Why Should You Apply?

- Competitive Wages
- Career Development and Training Opportunities
- Employee Discounts

Application Deadline: Monday, January 16th, 2023, or until the position has been filled.

Apply with a cover letter and résumé by January 16th, 2023, to the Business Intelligence Manager at:
jobs@christian-horizons.org

Start Date: February 6, 2023

Salary Range: \$65,900 - \$74,500/year

Christian Horizons seeks to hire a workforce that represents the diversity of our communities where we serve. We are committed to promoting communities of belonging where Black, Indigenous, and People of Colour feel valued, respected, represented, and heard. We encourage applications from qualified candidates from members of groups with historical or current barriers to equity. We seek to provide accessibility through all stages of the hiring process for all applicants with disabilities, consistent with our Accessibility Policies and the AODA. Please let us know if you require accommodation, and we will work with you to meet your accessibility needs.

** It is a requirement of employment to be fully vaccinated against COVID-19. If you are the successful candidate, proof of vaccination will be required.

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