

Data Analyst

Calgary Homeless Foundation (CHF)

Calgary Homeless Foundation is the guide on the fight against homelessness in Calgary. We allocate resources to highest impact and outcomes, maximizing benefits for people experiencing homelessness. With our database and research, we build knowledge and understanding, and we galvanize public and political will so people have the right housing at the right time. In partnership with governments and community, we serve as the trusted advisor on how to leverage our combined resources so Calgarians can journey out of homelessness into a home with the supports they need to thrive.

We are looking for passionate, entrepreneurial and talented people to join our action-oriented, high impact team.

The Position

Reporting to the Manager, Data & Analytics, the Data Analyst is responsible for performing statistical analyses that help CHF and agencies in Calgary's Homeless Serving System of Care to enhance their ability to provide support to those at risk of or experiencing homelessness. The Data Analyst works closely with internal and external stakeholders to create insights from data. This position involves retrieving, modelling, analyzing and interpreting data and requires strong attention to detail and advanced statistical modelling knowledge.

Our Staff

CHF staff are action-oriented individuals who are leaders, courageous collaborators, evidence inspired, and vision dedicated. They choose to bring their professional expertise and personal talents to the non-profit sector, adding value to the community.

They work cooperatively with others in a strong team environment and demonstrate flexibility in organizing and undertaking work. They show a high degree of initiative, discernment and resourcefulness, exhibit excellent communication and relational skills, and demonstrate thoughtfulness and intelligence in decision-making. Most importantly, they are focused on creating positive outcomes for people experiencing homelessness.

Accountabilities and Deliverables

- Perform complex statistical analyses and create descriptive and predictive models to gain insights from data;
- Query, analyze and interpret data from the CHF's data warehouse and a variety of other data sources;

- Work closely with System Planners and CHF staff to understand and support analytical needs;
- Create regular, and ad-hoc, reports, data visualisations and dashboards using our internal business intelligence tool to both internal and external audiences
- Support the HMIS team and the data warehouse developer to optimize data quality, data availability and usability of the CHF data warehouse and associated data assets;
- Support research projects to enhance CHF's research profile;

For more information on HMIS please see <http://calgaryhomeless.com/agencies/hmis/>

Education and Experience

- Bachelor's degree in a relevant field such as statistics, data science, computer science, economics, and other disciplines with 1-3 years' experience and strong analytical elements or equivalent experience is required;
- Experience in developing reports and insights based upon statistical analysis;
- Knowledge in a variety of statistical modelling techniques for descriptive and predictive analyses;
- Proven ability to communicate and explain complex technical material in a manner understood by the general public;
- Proficient in using SQL to extract, collate and manipulate data from different databases;
- Experience with a leading BI tool and data visualization best practices;
- Ability to thrive and deliver results in a fast-paced environment;
- Excellent time management skills;
- Experience with Qlik Sense, R or Python will be an asset;
- Past social sector experience would be an asset;

General Competency Requirements

- **Personal Initiative:** Self-starter with willingness to learn on their own.
- **Culturally Congruent:** A passion for, belief in and communication of CHF vision, mission and core values. Demonstrates a strong service ethic and customer service approach.
- **Teamwork:** Ability to work independently and as part of a team. Is willing to provide assistance and support to others and defines success in terms of the whole team.
- **Organizational:** Is able to manage multiple projects and prioritize work based on various deadlines; high attention to detail
- **Collaborative and Collegial:** Works well with others, whether at the most senior levels, with direct reports or with others across the organization. Understands how to work with the community in a collaborative manner.

- **Communication:** Excellent listening, verbal and written communication skills combined with an ability to communicate effectively with a diverse group of key external stakeholders
- **Analytical:** Able to quickly assess situations, build appropriate plans and execute those plans flawlessly.
- **Results Oriented:** Sets high standards of performance including setting goals and priorities that maximize available resources to deliver results against CHF direction, objectives and public expectations. Will monitor progress and make adjustments as necessary on an ongoing basis.
- **Project Management Skills:** Proven strong project management skills with ability to multi-task and set priorities within tight timelines.
- **Enhancing Organizational Image:** Focuses on building and protecting the image, reputation and long-term interests of CHF including promoting CHF's reputation as a leader in ending homelessness.
- **Resource Management:** Is able to identify, obtain and effectively allocate resources required to achieve CHF goals and applies appropriate resources to problems and opportunities.
- **Credibility:** Demonstrated ability to build organizational trust based on professionalism, expertise and ability to create solutions and deliver desired outcomes.
- **Honesty & Integrity:** Demonstrates the highest levels of honesty and integrity in all dealings with internal and external stakeholders.

Application Deadline: September 30, 2021

Please submit your resume and cover letter to: careers@calgaryhomeless.com

Please note that Calgary Homeless Foundation requires the successful candidate to provide a police information check as a condition of employment.