



## Part Time Data Analyst

Black Boys Code is experiencing explosive growth across Canada. To support this growth, we are in search of an experienced data analyst who will organize and interpret data for Black Boys Code Canada.

The data analyst will collect and analyze both quantitative and qualitative data from program surveys, technical systems like the LMS (learning management system) as well as other data sources across all Black Boys Code programs. You will also support the development of a data and impact strategy, advising on new methods for data collection as directed by the Executive Director.

### General Roles & Responsibilities

- Collect and interpret data, identify patterns and trends, compile findings into reports and present the result of analysis
- Design and maintain data systems and databases including fixing coding errors and other data-related problems
- Mine data from primary and secondary sources, then reorganize said data in a format that can be easily read by either human or machine
- Use statistical tools to interpret data sets, paying particular attention to trends and patterns that could be valuable for diagnostic and predictive analytics efforts
- Demonstrate the significance of their work in the context of local, national, and global trends that impact both their organization and industry
- Prepare reports for executive leadership that effectively communicate trends, patterns, and predictions using relevant data
- Collaborate with programmers, engineers, and organizational leaders to identify opportunities for process improvements, recommend system modifications, and develop policies for data governance
- Create appropriate documentation that allows stakeholders to understand the steps of the data analysis process and duplicate or replicate the analysis as required

### Required Technical Skills

- Data Management & Analysis
- Data Visualization
- Business Analysis
- Scripting languages: SQL, R, or Python
- Project Management
- Mathematical and statistical skills
- Knowledge & skills in software such as Microsoft Office Suite (i.e. Excel or Google Sheet), Microsoft Access, SQL, Google Analytics, Tableau/Qlik, etc.

### Recommended Power Skills

- Analytical & Critical Thinking
- Data-driven decision making
- Research

- Problem solving
- **Presentation, documentation and report writing**
- Organization
- Detail-oriented
- Planning
- Time management
- Collaboration/Teamwork

## Recommended Credentials

- Completion of post-secondary education degree/certificate in quantitative/STEM or similar field (i.e. business, research) may help
- Previous experience in data management, data analysis in business operations

## Work Details

- Contract Type/Term: Part Time /Indefinite
- Hours of Work:/Schedule: 10 Hours a week
- Job Location: Toronto or Remote Work
- Reports To: Program Manager
- Travel: None

## Black Boys Code

Black Boys Code is a national organization dedicated to introducing Black boys through their critical development years (ages 8 to 17 years old) to computer science through exposure workshops, Hackathons, after school programs and summer technology camps.

Our programs are aimed at boys at a young age to build their capacity and skills in the STEM (Science, Technologies, Engineering and Math) disciplines with a focus on computer science. We utilize mentorship, industry exposure, and intensive training in the field of computer science to help young boys understand they have the ability to become technological innovators and creators in the digital age.

We welcome and encourage applications from all qualified individuals, including persons with disabilities. We will provide reasonable accommodations upon request for candidates taking part in all aspects of the recruitment and selection cycle.

Qualified applicants are invited to submit a resume and covering letter, including salary expectations. All applications will be held in strict confidence.

In order to be considered for employment, candidates selected for interviews will be required to show proof of citizenship, permanent residence, or eligibility to work in Canada with no restrictions.

Please email a cover letter and resume as a single PDF file (save as first name\_last name.pdf) to **Careers@blackboyscode.com** with the subject heading: Data Analyst