



Job Posting

Association of Municipalities of Ontario

PROGRAM ANALYST

The Association of Municipalities of Ontario (AMO) is a non-partisan, non-profit, membership organization representing Ontario's municipal governments. AMO supports and enhances strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of our political system

Overview:

As a Program Analyst, you are part of AMO's federal Gas Tax team – a team that excels in providing services and administering vital infrastructure funds to municipalities. You are passionate about supporting local government and working directly with them to help them best meet expectations regarding the use of federal infrastructure funds. You are organized and have great attention to detail. You excel at working with data and in accessing the efficiency of and effectiveness of programs through research and data analysis.

Responsibilities:

As part of our team, you will support the Program Manager in the administration and compliance of the federal Gas Tax Fund. Responsibilities include reviewing projects reported by municipalities to ensure eligibility and compliance with terms and conditions of the [Municipal Funding Agreement](#); supporting AMO's annual reporting as required by the [Administrative Agreement](#); coordinating the maintenance of AMO's federal Gas Tax [reporting site](#) and public facing [Gas Tax at Work site](#); and participating in the development and implementation of strategies for program administration. You are expected to support ongoing communications activities, including social media activities; undertake research and analysis that complements the scope of the work of the program Agreement; and perform data analysis on reporting requirements submitted by municipalities.

Qualification:

Among the strengths you bring is a post-secondary education in a relevant discipline (or equivalent combination of education and experience); a minimum of three (3) years of related experience; proven skills in research, financial reporting, and statistical analysis; strong data analytics skills and experience in using Microsoft Excel for data analysis; and understanding of business software applications and use of technology to support quantitative analysis. Knowledge of the fundamentals of municipal government (structure, processes related to discipline), infrastructure management, infrastructure funding programs, municipal finance, and demonstrating project results is an asset, as is experience editing VBA, HTML and JavaScript. Strong written and verbal communication skills and effective organization skills to ensure the timely completion of projects are required.

Deadline: March 17, 2021

Resumes should be submitted to careers@amo.on.ca by 4 pm on the deadline date. Include reference number **FGTPA2021** in the subject line.

AMO offers a very competitive salary and benefit package.