



THE REGIONAL MUNICIPALITY OF DURHAM

Social Services Department

Data Analysis Coordinator (Temporary Full-Time)

Job ID: 23574
Job Number: 520A
CUPE Local 1764

Open: Jun 05, 2026 Close: Jun 14, 2026

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to advancing equity, diversity and inclusion within our organization and the communities we serve. We welcome and encourage applications from people who are Indigenous, racialized persons, women, persons with disabilities, members of LGBTQ2S+ communities, and others who may contribute to the further diversification of our workforce, including those who experience systemic barriers.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, accommodation will be provided throughout the recruitment process upon request, based on any Code-protected ground.

Number of Available positions:

Vacancies: 1 Temporary Full-Time position located in the Child Care and Early Years Division (CCEYD)

Data Analysis Coordinator - BSD and CCEYD

Reporting to the People Leader, Policy and Strategic Initiatives, the successful candidate will be responsible for designing and conducting research, evaluation and data collection activities independently to support research, evaluation and information needs at the community, regional and provincial level.

The incumbent will:

- Monitor and evaluate the status of social services sectors and other relevant research at the community, regional and provincial level
- Review, assess and analyze local reports and data using statistical software
- Develop and maintain databases, spreadsheets, charts, maps and graphs of relevant data to support community planning
- Create and maintain a research, resource and data repository (including historical information) and act as resource for information in the community
- Liaise with managers and staff to ensure that activities address the program needs and determine evaluation objectives and resources, as well as prepare policies and procedures for the planning and evaluation of programs
- Construct, collect, review and interpret questionnaires to determine effectiveness of the program, client satisfaction or trends and prepare reports to present results to managers, staff and the community
- Collaborate with key stakeholders including human services agencies and other Regional Departments and maintain contact with the social services sector through committee participation, meeting attendance and establishing appropriate links within the community
- Lead the co-production and assessment of system processes and networks within the social services sector and provide information to key stakeholders so they may plan more effectively to meet the unique needs of the community
- Facilitate training and workshops for community partners to build awareness/understanding of social services' research and promote the use of research/evaluation findings in evidence informed decision making

The successful applicant will possess:

- An Honours Bachelor of Science Degree with major in Biostatistics, Epidemiology or related or an [equivalent combination of education and experience](#)
- Several years of experience and demonstrated proficiency in conducting quantitative and qualitative research; application of program evaluation methodology/techniques; evidence-based planning in the design of programs and services; database management; data analysis and interpretation
- Experience and proficiency conducting critical appraisals and evaluating literature/research materials as well as



demonstrated understanding of the principle of causality

- Advanced proficiency in software applications such as, but not limited to MS Word, Excel, PowerPoint and Access; Outlook; statistical software, and Internet navigation and research
- A forward-thinking mindset that integrates Diversity, Equity and Inclusion (DEI) into program planning and implementation
- Specific knowledge of the services provided by the Business Services Division (BSD) and/or the Child Care and Early Years Division (CCEYD)
- Knowledge of issues, programs and services in the social services sector
- Excellent written and verbal communication skills, including report writing, facilitation/ presentation, negotiation and public relation skills
- Demonstrated ability to work effectively and efficiently independently as well as a team member
- Effective time management / multi-tasking skills and strong decision-making skills
- Ability to travel within Durham region for meetings as required

CUPE 1764 Salary Grade 9

This position is with Salary Grade 9 and will be paid at the following hourly rates:

- Start: \$55.63 - Six Month: \$58.72 - Job: \$61.81

Conditions of Employment

All applicants are expected to comply with the Region of Durham's Code of Ethics and Code of Conduct Policies throughout the recruitment process. Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online at <https://bit.ly/4u9Mb2Z> no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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The Region of Durham may utilize artificial intelligence to assist in the preliminary assessment of applicant qualifications and submitted materials. These tools are used for the purpose of supporting and enhancing an evaluation by a human decision-maker and any information provided by AI to a human decision-maker is not determinative. Final decisions are made solely by authorized human decision-makers.