



ABOUT MAKE-A-WISH® CANADA

Make-A-Wish® creates life-changing wishes for children with critical illnesses. We are on a quest to bring every eligible child's wish to life, because a wish is an integral part of a child's treatment journey. Research shows children who have wishes granted can build the physical and emotional strength they need to fight a critical illness. As an independently operating affiliate of Make-A-Wish International, Make-A-Wish Canada is part of the network of the world's leading children's wish-granting organization. We serve children in every community in Canada, and in more than 50 countries worldwide.

Since 1983, Make-A-Wish Canada has granted over 36,000 wishes across the country, over 1,000 last year alone. For more information about Make-A-Wish Canada, visit makeawish.ca. Join our team as a:

Data Analyst
Location: Pickering, Ontario
Full Time / Regular
Reference #: MAW051

JOB SUMMARY

The role of the Data Analyst is to manage Make-A-Wish Canada's (MAWC) master data set, develop reports, and troubleshoot data issues.

The Data Analyst will turn data into information, information into insight and insight into business decisions.

The Data Analyst will develop analysis and reporting capabilities. They will also monitor performance and quality control plans to identify improvements.

PRIMARY RESPONSIBILITIES

- Manage master data, including creation, updates, and deletion.
- Work with CRM Administrator to provide quality assurance of imported data.
- Process confidential data and information according to guidelines and generate reports from single or multiple systems.
- Manage and design the reporting environment, including data sources, security, and metadata.
- Identify and revise reporting requirements.
- Supporting initiatives for data integrity and normalization.
- Assess tests and assist in the implementation of new or upgraded software and with strategic decisions on new systems.
- Troubleshoot the reporting database environment and reports.
- Train end-users on new reports and dashboards.
- Provide technical expertise in data storage structures, data mining, and data cleansing.
- Prepare reports that effectively communicate trends, patterns, and predictions using relevant data and statistical tools.



- Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems.
- Work with management to prioritize business and information needs.
- Work with departmental managers to outline the specific data needs for each business unit.
- Works in compliance with the provisions of The Occupational Health & Safety Act in the applicable province of employment and its regulations, and complies with the Foundation’s Health & Safety Policy.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor’s degree from an accredited university or college in Mathematics, Economics, Computer Science, Information Management or Statistics.
- 3 to 5 years of work experience as a data analyst or in a related field.
- Demonstrated work experience with handling data and reporting in Salesforce.
- Demonstrated experience in handling large data sets and relational databases.
- Knowledge of database languages such as SQL, R, or Python.
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc.).
- Spreadsheet tools such as Microsoft Excel or Google Sheets.
- Data visualization software such as Tableau or Qlik.
- Adept at queries, report writing and presenting findings.
- Ability to analyze existing tools and databases and provide software solution recommendations.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Mathematical and statistical skills to help gather, measure, organize, and analyze data.
- High-level written and verbal communication skills.

WORKING CONDITIONS

- Office environment with occasional requirements to work outside of regular office hours

A Criminal Background Check is required

All new Make-A-Wish® Canada employees must be fully vaccinated for COVID-19 at least 14 days prior to their first day of work, subject to relevant accommodations or exemptions.



WHAT WE OFFER

Make-A-Wish® Canada offers meaningful opportunities to make an impact. We are committed to fostering a culture that aims to change lives, foster compassion and better humanity.

In return for your contributions, we offer an attractive compensation package that encompasses a competitive salary, excellent benefits and the opportunity to have a rewarding employment experience where your contributions can make a true difference every day.

HOW TO APPLY

Qualified candidates are invited to send their resume and cover letter stating salary expectations, and quoting the reference **Data Analyst, Posting #MAW051** in the subject line of the email by November 26th, 2021, to:

Make-A-Wish® Canada
Human Resources Department
Hr.Recruitment@makeawish.ca

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. No phone calls, please.

Make-A-Wish® Canada provides equal opportunity in employment and encourages applications from all qualified persons. Accommodations are available on request for candidates taking part in all aspects of the selection process.

JOIN OUR ONLINE COMMUNITY

For more information on how you can support Make-A-Wish® Canada or get involved please visit our website at [makeawish.ca](https://www.makeawish.ca).