People for
Education

Public education. Public good.

People for Education is looking for a full-time Data Analyst!

Are you inquisitive, collaborative, and a critical thinker? Do you have strong quantitative and qualitative research skills? Do you love data visualization and transforming numbers into visuals? Are you interested in working with a small team of talented and energetic individuals who are passionate about public education?

People for Education (PFE) is a Canadian non-profit working to support system change in public education so that *all* students have an equitable opportunity to graduate from high school with the skills and competencies they need to succeed whatever path they choose, and so that Canada has the next generations it needs to ensure a fair, prosperous and sustainable society.

Key components of our work include:

- Convening, building connections, and creating a pan-Canadian network of students, educators, families, policy makers, and researchers.

- Articulating the key components of a quality education in Canada and developing policy-ready ideas.

- Making research public and accessible to help make the case for system change.

Reporting to the Director, Policy and Research, the successful candidate will support the advancement of public education in Canada by conducting qualitative and quantitative analysis on a variety of datasets, transforming statistics into reader-friendly visuals, and working collaboratively with partner organizations as well as the PFE team to fuel conversations about the promise and potential of public education.

Key Qualifications:

- A Master's degree or equivalent in mathematics, statistics, social sciences, or a related field with demonstrated experience in quantitative analysis

- Excellent oral communication, writing, and interpersonal skills

- General knowledge of public policy and education systems in Canada

- Proficiency in Microsoft Office, with a high proficiency in Excel. Knowledge of other data analysis software such as R, SAS, SPSS, is an asset

- Knowledge of data visualization software and strong technical ability to produce charts, graphs, etc.

- Exceptionally detail-oriented, organized, and collaborative

- Flexible team player

- Bilingual in French is an asset

Duties and Responsibilities:

- Create, maintain, and implement data collection tools and instruments

- Oversee the maintenance of both short-term and long-term datasets

- Organize and manage large datasets (i.e., pivot tables, etc.)

- Create statistical charts and graphs (e.g., creative data visualization)

- Work with partner organizations and stakeholders to develop deliverables

- Develop research outputs (briefs, reports) that highlight key findings for a range of audiences

- Collaborate with the PFE team on a communications and social media strategy

- Be a key player in mobilizing knowledge to a wide range of public audiences

- Support PFE in conference participation: strategic planning, proposal writing, presentation, networking, and knowledge generation/dissemination

- Contribute to the PFE strategic planning cycle

People for Education is committed to having a diverse team that represents a variety of backgrounds, perspectives, and skills. This is a permanent full-time position. While the PFE office is located in Toronto, there is flexibility for working remotely. Salary will be commensurate with experience. We are proud to be an excellent employer, with a great benefits package, a pension plan, and opportunities for professional development.

To apply for this job, we invite you to submit a cover letter explaining your fit for the job (please include salary expectations) and a resume to info@peopleforeducation.ca. The deadline is **September 24, 2021.**