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| Job Title: | Data Analyst | Job Category: | Manager |
| Department/Group: | Black Business Association of BC (BBABC) | Job Code/ Req#: | Job Code/ Req#  DA-BBABC-2021 |
| Location: | Flexible | Travel Required: | Travel Required |
| Level/Salary Range: | $60,000  Pro-rated based on a salary scale of $75k - $80k | Position Type: | Part time (30.0 hrs/wk)  3-month probation period  \* Benefits package available |
| HR Contact: | Olwin Allen | Date Posted: | Aug 23, 2021 |
| Term | 1 yr with the possibility of extension | Start Date: | Oct 1, 2021 |

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| External Posting URL: | https://www.blackbusinessbc.ca/careerboard |
| Internal Posting URL: | NA |

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| Applications Accepted By: |

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| EMAIL: [info@blackbusinessbc.ca](mailto:info@blackbusinessbc.ca)  Subject line: Data Analyst application  Please include:   1. Resume 2. Cover letter identifying why you are a great fit for our organization |  |

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| Job Description |
| Role and Responsibilities  * Using automated tools to extract data from primary and secondary sources * Removing corrupted data and fixing coding errors and related problems * Developing and maintaining databases, data systems – reorganizing data in a readable format * Performing analysis to assess quality and meaning of data * Filter Data by reviewing reports and performance indicators to identify and correct code problems * Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction * Assigning numerical value to essential business functions so that business performance can be assessed and compared over periods of time. * Analyzing local, national, and global trends that impact both the organization and the industry * Preparing reports for the management stating trends, patterns, and predictions using relevant data * Preparing final analysis reports for the stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends. * Report to CEO  Qualifications and Education Requirements **Qualifications and Education Requirements**   * Technical certification in Data Analytics or related field * Minimum 3-5 years’ experience as a Data Analyst  Preferred Skills  * Experience working with POWER BI * Experience in handling reporting packages like Business Objects, programming (JavaScript, XML, or ETL frameworks), databases * Proficiency in statistics and statistical packages like Excel, SPSS, SAS to be used for data set analyzing * Adept at using data processing platforms like Hadoop and Apache Spark * Knowledge of data visualization software like Tableau, Qlik  Additional Notes Additional Notes |

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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |