

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents. We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

Data Analysis Coordinator (DAC)

Temporary, full-time position (Approximately 12 Month Contract with the possibility of extension)

Hours of work: 35 hours per week

Hourly rate: \$44.25-\$49.68/hour (as per the CUPE 3725 Collective Agreement)

Work location: 555 Courthouse Road, Cobourg, Ontario.

In this existing position, under the direction of the Developmental, Housing & Homelessness Operations Supervisor, this position will support the effective and efficient management, planning and delivery of Programs by providing knowledge, research, writing expertise, data analysis, database design, knowledge mobilization, and other services. The Community Services division is responsible for annual community service planning for the homelessness system and community safety. The DAC plays an integral role by providing data, research, analytics solutions, and program evaluation to assist the division, the department, and the community with annual planning and financial, ministry, and community reporting.

Duties & responsibilities:

You will be responsible for collaborating and building positive working relationships across the department, with local community partners, Not for Profit organisations and the broader community. You will be required to support the Homelessness Coordinated Response Team and associated forums, the Northumberland County By-Name List, and other programs including food security and housing initiatives by providing data analysis and interpretation, knowledge translation, and capacity building support, enhancing data-driven practices.

You will support the coordination and required reporting of service agreements and will conduct analysis of local and departmental data to support decision making and system process improvements. You will support the collection of complex data in the community, review and monitoring of indicators and outcomes within pilot and system programs and participate in the development of recommendations and summaries to inform department activities. You will present the data and associated analysis that you conduct to management and senior leadership in the form of verbal and written communications, including presentations, reports, and data visualizations.

Qualifications & skills:

- You have a university degree in Social Sciences, Business Administration, Computer Science, Statistics, Mathematics or a related field or equivalent.
 - You have excellent interpersonal, project/time management, analytical, record keeping, and communication skills.
 - Your relevant experience in qualitative and quantitative data analysis, knowledge translation and mobilization, presentation and analysis of data and related information, and research is complemented by knowledge of the social determinants of health.
- You have sound computer literacy using the MS Office Suite (including advanced Excel skills),

database applications, and statistical analysis and data visualization software. Knowledge of HIFIS and GIS software and applications is an asset.

A valid Class G driver's licence with a clean abstract and access to a personal vehicle is required. An acceptable driver's abstract must be submitted with your resume. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play.

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé and any other supporting documents are submitted in one file, preferably MS Word (.doc or .docx) or Adobe (.pdf).

We invite you to submit a resume and cover letter by **4:30pm on Thursday, November 6, 2025, to:**

Human Resources
County of Northumberland

555 Courthouse Road
Cobourg, ON K9A 5J6
e-mail: hr@northumberland.ca
fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.