

Job Title: Junior Data Integrity Analyst
Reporting to: Executive Director
Location: Leamington, Ontario
Salary: Salaried with benefits commensurate with experience
Terms: Full-time / Permanent – 40 hours a week

About the job

As the Junior Data Integrity Analyst, you will play a vital role in advancing Ontario Greenhouse Vegetable Growers' mission to promote the sector so that members are presented with the opportunity to succeed. Reporting to the executive director, you will provide data analysis, insights, and advice to support teammates to advance our strategic plan while providing market access for producers and ensuring the opportunity for economic success. You will effectively generate reports, analyzing data sources, assisting in process improvement, and supporting various departments with data-driven insights.

About the role

Report Generation and Analysis

- Identify data sources to support greenhouse vegetable farming in Ontario.
- Generate weekly reports and other analytical reports as required.
- Work towards streamlining and automating these reports/processes to improve efficiency and maintain accuracy.
- Collaborate with teammates to ensure there is integrity in reports provided by OGVG.
- Actively participate in, and support, meetings, projects, and relevant initiatives within all departments, board, and among partner organizations.
- Manage membership relationship management software, data and reporting.
- Ability to develop, publish and present reports individually and to support teammates.

About you

As a candidate for this position, you must be willing to work alongside your teammates, committees, board of directors, and stakeholders to identify and develop data to maximize market intelligence to support Ontario greenhouse vegetable farming.

- Your educational background including post-secondary education in related fields (Business Administration, Analytics, Statistics, Mathematics, Data Science) or a

combination of education, training, and experience deemed to be equivalent is integral and will contribute to the success in this role.

- Your comprehensive knowledge of statistical, analytical and research methodologies including ability to identify underlying principles, reasons or facts of information by breaking down information or data into separate parts is required.
- Your application will also demonstrate experience in creating systems queries, manipulate, manage, and maintaining databases.
- Demonstrated ability to develop strong collaborative working relationships across multi-disciplinary teams and external stakeholders is essential to the success in this role.
- Demonstrated experience working in a not-for-profit environment with board governance structure.
- Experience managing projects from inception to completion including developing timelines, sequencing tasks, tracking progress, and identifying and mitigating risks.
- Experience working in a network environment and/or member-based association is an asset.

The following skills and traits will be highly regarded

- Exceptional analytical skills.
- Perform relevant mathematical calculations and statistical entries and analysis
- Ability to work collaboratively and respectfully with a diversity of people, including board of directors, members, partner organizations, and staff across all departments.
- Ability to manage multiple projects concurrently, thrive in a fast-paced environment, and adapt quickly to change.
- Proficiency in monitoring and measuring outcomes and engaging in continuous improvement through key performance indicators.
- Organized, resourceful, highly motivated, and detail oriented.
- Excellent networking and interpersonal skills that facilitate strong relationships. Ability to interact effectively with members face-to-face, virtually or in an office environment.
- Expert knowledge of Microsoft Office – i.e. Word, Excel, PowerPoint, Outlook, MS Teams.
- Working experience with data analytic tools – i.e. Power BI
- Previous work experience in agriculture or the greenhouse sector is an asset.
- A genuine commitment to supporting greenhouse vegetable farming in Ontario.

Work Environment

The candidate will have an office based in Leamington Ontario and will be required to travel to offsite meetings and events from time to time.

What we offer

- Competitive supplemental health care, dental, and life insurance coverage
- Paid sick and personal days
- Matching RSP after one-year
- Professional development opportunities
- Opportunity for advancement

How to apply

To be considered, applicants must submit a cover letter and resume by September 13, 2024, 11:59pm to careers@ogvg.com. In the subject line of your email, please place “Junior Data Integrity Analyst”.

Ontario Greenhouse Vegetable Growers (OGVG) thanks all applicants for their interest, however only those selected for an interview will be contacted. OGVG encourages applications from all qualified candidates. When requested, OGVG will accommodate people with disabilities at all stages of the recruitment, assessment and hiring process.

