



**Local Employment
Planning Council**

Conseil local de planification
en matière de l'emploi

Labour Market Analyst

37.5 Hours per week

Salary will be commensurate with experience.

Contract position effective from date of hire to September 30, 2018

The Local Employment Planning Council (LEPC) is seeking a dynamic, self-motivated Labour Market Analyst (LMA) to join our team. The LEPCs mission is to support the improvement of labour market conditions in local communities to drive innovation in service delivery through evidenced-based research. Learn more about the LEPC by visiting www.nswpb.ca/lepc.

Roles and Responsibilities:

- The LMA reports directly to the Executive Director;
- Work in collaboration with other LEPC staff and partners to identify appropriate labour market data to house and regularly update in a data bank and for the purposes of benchmarking and reporting on labour supply and demand in Northwestern Ontario, Thunder Bay District, and individual communities;
- Secure, compile, analyze and present primary and secondary data for LEPC and external partner projects or presentations;
- Input, update, and maintain data in Excel, and/or other searchable formats;
- Format Excel spreadsheets and perform data manipulation as needed (i.e. inserting and checking formulas, calculating multi-year averages, auto column copying or carry over);
- Liaise with LEPC team to ensure that data collection and validation processes are replicable;
- Assist with research and writing on an as-needed basis with internal and external LEPC projects;
- Facilitate labour market information workshops to community stakeholders.

Qualifications:

- A university degree with a concentration in social sciences or equivalent, a master's degree would be considered an asset;
- Minimum 2 years of experience working in a related field;
- Experience in gathering, synthesizing, and analyzing of primary and secondary data sources;
- Ability to interpret qualitative and quantitative data;
- Knowledge of the Thunder Bay District community agencies that deliver employment programs and services as well as familiarity of communities within all of the Thunder Bay District including Indigenous communities;
- Strong written and oral communication skills;

- Excellent organizational and time management skills;
- Ability to self-motivate, and work flexible hours, including evenings and weekends;
- Bilingualism in either French, Ojibway, or Oji-Cree will be a considered a definite asset;
- Must be legally entitled to work in Canada;
- Some travel required throughout the region.

Application Deadline:	Sunday, March 18 th , 2018 at 11:59 p.m. EST
Cover letter and resume submission:	<p>email: admin@nswpb.ca with "LMA Application – 'your name'" in the subject line.</p> <p>In person: 107B Johnson Avenue, Thunder Bay, ON P7B 2V9</p> <p>Candidates are encouraged to clearly outline their data collection and analysis experience in their cover letter & resume.</p>

We would like to thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.