



# EORN Data Analyst Assistant – Summer Student position

## General information

Job title: Data Analyst Assistant – Summer Student Position - (Remote)

Term: May 2026 to Sept 2026

Department: Administration

Reports to: Chief Financial Officer (CFO)

Subordinates: Not applicable

## Prime function

Reporting to the Chief Financial Officer (CFO), the Student Data Analyst collects financial and economic data from various sources to assist EORN in developing a return on investment (ROI) calculations for stakeholders in eastern Ontario.

## Job duties

### Data Collection and Research

- Collect financial and economic data from:
  - Municipal Financial Information Returns (FIRs)
  - Statistics Canada datasets
  - Municipal budgets and annual reports
  - County and local municipal sources
  - Economic development offices
  - Industry and sector reports

## EORN Data Analyst Assistant – Summer Student Position

- Compile data into organized and structured databases (Excel, spreadsheets, or other data tools).
- Verify accuracy, completeness, and reliability of collected data.

### **Data analysis**

- Analyze municipal and regional financial data.
- Identify trends, patterns, and performance indicators.
- Support development of ROI methodologies and performance metrics.
- Assist in cost-benefit and economic impact analysis.
- Prepare charts, tables, and summary dashboards.

### **Stakeholder coordination**

- Communicate with municipal staff and partner organizations to request or clarify data.
- Participate in meetings as required and document key findings.

### **General**

- Perform the responsibilities of the position by upholding and maintaining a high degree of discretion and confidentiality.
- Maintain a professional working relationship with members of the staff, directors, colleagues, municipal representatives, government ministries, and outside agencies.
- Protect your own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Undertake special projects assigned.
- Other related duties as assigned.

## Required education, skill and ability

### Minimum qualifications

#### Education

- Currently enrolled in a post-secondary program in
  - Economics
  - Business/commerce
  - Public administration
  - Finance
  - Data analytics
  - Urban planning
  - Or a related discipline

#### Skills and competencies

- Strong analytical and quantitative skills.
- Proficiency in Microsoft Excel (pivot tables, formulas, basic modeling).
- Experience with data visualization tools (Power BI, Tableau, or similar) is an asset.
- Strong computer skills (Excel, Internet, Word, Access, Windows)
- Excellent written and verbal communication skills.
- Strong attention to detail and organizational ability.
- Ability to work independently and manage deadlines.
- Interest in municipal government, regional development, and public-sector economics.
- Police background check required.
- Confidentiality Agreement must be signed.
- Proof of enrolment.

#### Preferred assets

- Familiarity with municipal finance structures.
- Experience using Statistics Canada data.
- Knowledge of economic development indicators.
- Experience conducting cost-benefit or ROI analysis.

## Effort

### Mental effort

Ability to multi-task, change priorities and focus quickly is imperative. Frequent interruptions may occur on a regular basis.

### Physical effort

Prolonged sitting, viewing computer monitor, keyboarding, minimal positional changes.

## Working conditions

Primary duties of this position are within a remote office environment with some travel for business purposes. Varied hours of work to meet the operational demands of the position.

## For office use

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Date: 2026-02-24