

Business Analyst (2024-261-CS)



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jul 11, 2024

Published : Jun 11, 2024

Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Who We Are

WoodGreen is a team of diverse and innovative change makers working together to make a difference in our communities. A United Way Anchor Agency with a proven track record and an entrepreneurial mindset, we continuously seek to develop solutions to critical social needs while striving to become a Centre for Equity.

Visit www.woodgreen.org to learn more about who we are and to review our [Equity Statement](#).

Program Overview – Project Management Office, Central Services

Straddling the divide between a traditional PMO and a Strategic Projects division, the Project Management Office delivers high impact and high-quality work, leading large-scale, enterprise-wide initiatives, including technology and product implementations, business transformation projects, strategic and operational planning, new business development and execution, and other priority work as identified by the Office of the CEO and the senior leadership team at WoodGreen.

What You Will Do

- Support the Business Analytics portfolio in end-to-end funder reporting and building dashboards to support in-unit work.
- Build in-unit monthly, quarterly, and annual scorecards to be able to track and communicate program health through funder-assigned indicators, to Managers, Directors, and the Board.
- Identify and communicate continuous improvement opportunities across processes and support the Business Analytics portfolio in planning and implementation of continuous improvement initiatives, including developing project documents, managing workbacks and supporting key change and training initiatives.
- Support overall data and technology strategy, standardizing business processes, practices, and data sets where appropriate.
- In collaboration with PMO and Business Units, develop and document policy and governance documents for identified systems, processes and data sets.
- Organize and manage key artifacts, including maintaining Teams & SharePoint sites, document version tracking, and collecting and organizing prepared documents.
- Liaise with all stakeholders, including senior leadership, business unit leaders, working teams and vendors, to document key systems and business processes.

What You Bring to the Team

- Bachelor's degree in business or relevant field, or equivalent professional experience
- 1-2 years of experience with business administration or operations, continuous improvement, business analytics, or similar experience

We are committed to building an inclusive and diverse workforce, representative of the communities we serve. We encourage, and are pleased to consider, applications from Indigenous peoples, racialized persons/persons of colour, women/women identifying, persons with disabilities, 2SLGBTQIA+ persons, and others who contribute towards promoting innovative ideas and solutions.

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our People & Culture representatives at careers@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
