

About Helping Hands

Helping Hands is a grassroots, youth-led organization that works to increase youth community engagement through online and in-person activities. We serve as a platform that matches youth with volunteer placements in organizations that suit their interests and the skills they wish to develop.

We're looking for an individual who is passionate about data analysis and business strategy to join our organization as a Business Development Associate. ***This is a full-time, ten to fourteen-week contract position funded by the Government of Canada through the Canada Summer Jobs program. Returning students have the option to work part-time in September to accommodate their school schedule.***

Core responsibilities

- Interpret data from different departments (Youth Outreach, Marketing/Social Media, Fundraising) to assess organizational performance and advise on business strategy
- Review CSV files of data from the Youth Outreach department, identify patterns, and communicate recommendations to the Youth Outreach team
- Contribute to planning and budgeting around fundraising (grants and donations) and revenue streams (e.g. fees for workshops and presentations delivered to external organizations)
- Optimize content, track user traffic, and assess user response to different content posted on social media accounts and website
- Create weekly and monthly reports and recommend new strategies based on data and testing
- Analyze results using statistical techniques and provide ongoing reports on findings
- Track daily, weekly, and monthly KPIs (Key Performance Indicators) to identify opportunities for improvement and regularly report on KPIs to management
- Develop and implement databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality

Qualifications:

- 1+ years of relevant experience, preferably within the not-for-profit sector
- Student or graduate of a post-secondary degree in Business, Data Analytics, or related field of study
- Knowledge of database management
- Passion for analyzing and reporting on different types of data
- Proficiency in Google Workspace (Google Docs, Drive, Sheets, Slides)
- Excellent analytical skills and the ability to collect, organize, analyze, and communicate significant amounts of information with accuracy and attention to detail
- Ability to work well both independently and with a team
- Working knowledge of the charitable, not-for-profit sector in Ontario

The Hiring Process

- Step 1: General interview with the Head of Human Resources
- Step 2: Interview with the Executive Director
- Step 3: Selection process
- Step 4: Onboarding the successful candidate

This is a remote work position with the main office based in Mississauga, Ontario.

TO APPLY:

Email a copy of your resume and cover letter to **team@helpinghandsapp.com** with “**Business Development Associate**” in the subject line.

Interviews will begin immediately and continue until the position is filled.

Only successful candidates will be contacted.