tel: 905.455.6789
fax: 905.455.6162
office@rootscs.org
supportline@rootscs.org
www.rootscs.org
Support line:
647.812.8545

roots
community
services

Inspiration. Empowerment. Action.

Job Description
Data Management Consultant

About Roots Community Services Inc.

Roots Community Services Inc. (RootsCS) is a charitable organization that provides culturally relevant programs and services to inspire residents in the Region of Peel, primarily from the Black, African, and Caribbean (BAC) communities, to make positive changes in their lives and within their communities. We aim to assist our clients by providing pathways to achieve their full potential and find solutions to improve their health, well-being, and quality of life.

The Position

RootsCS seeks a highly experienced Data Management Consultant for a focused engagement to establish a comprehensive data management and monitoring & evaluation infrastructure for RootsCS. This strategic consultant will design, implement, and operationalize foundational data systems that support evidence-based decision-making, program effectiveness, measurement, and strategic organizational growth.

Contract Term: to March 31, 2026
Renewable: April 1 of each year, based on funding availability and satisfactory performance
Hours of Work: 35 hours per week
Compensation: $50,000.00 - $55,000.00
Start Date: Immediate opening
Reports to: Manager, Research, Knowledge & Innovation

Major Duties & Responsibilities

- Conduct a comprehensive organizational assessment of current data management practices, systems, and infrastructure gaps across RootsCS
- Design and implement scalable, cloud-based data architecture utilizing data technologies (e.g., SharePoint, Microsoft 365, Power BI ecosystem, Tableau)
- Establish secure data storage, retrieval, and integration systems, ensuring compliance with privacy regulations and organizational standards
- Create automated data pipelines and workflows to streamline data collection, processing, and reporting across multiple program areas
- Collaborate with the Manager, Research, Knowledge & Innovation, to develop comprehensive monitoring and evaluation frameworks aligned with RootsCS's strategic objectives
- Collaborate with interdisciplinary program teams to define evaluation goals and methodologies

36 Queen Street East, Lower Level, Brampton, ON L6V 1A2

tel: 905.455.6789
fax: 905.455.6162
office@rootscs.org
supportline@rootscs.org
www.rootscs.org
Support line:
647.812.8545

- Design results-based frameworks with clear outcomes, outputs, indicators, and measurement methodologies for all organizational programs
- Create standardized data collection tools, templates, and protocols, ensuring consistency and quality across teams
- Create user-friendly dashboards, visualizations, and reporting mechanisms for internal stakeholders and external funders
- Design data systems that support research partnerships, grant applications, and knowledge mobilization initiatives
- Train staff on data management best practices, monitoring and evaluation principles, and system utilization to ensure sustainable implementation
- Develop comprehensive documentation, manuals, and standard procedures for all implemented systems
- Provide technical support and troubleshooting guidance during the transition and implementation phases
- Support the organizational culture of data-driven decision-making and evidence-based programming
- Conduct data quality audits and performance assessments to identify areas for continuous improvement
- Prepare strategic recommendations for long-term data infrastructure sustainability and scalability
- Support research proposals, grant applications, and through robust data analysis and evidence presentation
- Establish partnerships and connections with external evaluators, researchers, and technology providers as needed

Skills & Qualifications
- A degree in Data Science, Statistics, Information Systems, Social Sciences, Public Health, or a related field
- Minimum 3-5 years progressive experience in data management consulting, preferably with non-profit, research, or community services organizations
- Proven track record designing and implementing monitoring and evaluation frameworks and data management systems in community-focused environments
- Demonstrated experience with short-term consulting engagements delivering measurable outcomes within 5-month timeframes
- Relevant certifications (e.g., Google Data Analytics, Microsoft Data Analyst Associate) are considered assets
- Equivalent combinations of education and experience will be considered
- Demonstrated problem-solving abilities, critical thinking skills, and meticulous attention to detail in data analysis and reporting

tel: 905.455.6789
fax: 905.455.6162
office@rootscs.org
supportline@rootscs.org
www.rootscs.org
Support line:
647.812.8545

- Expert-level proficiency in the Microsoft 365 ecosystem, including SharePoint administration, Power BI development, and advanced Excel analytics
- Quantitative and qualitative data analysis skills, advanced knowledge of data visualization tools, statistical software (e.g., SPSS/SAS), and automated reporting systems
- Experience with data governance, privacy compliance, and security protocols in social service contexts
- Exceptional verbal and written communication skills; ability to translate complex data into actionable insights for varied audiences; and work effectively in teams
- Experience with project management methodologies or tools to effectively manage data-related initiatives from conception to completion
- Knowledge of machine learning techniques and their application in social services contexts
- Proficiency in programming languages such as Python or R for data manipulation and analysis
- Experience with cloud-based data platforms and survey applications
- Demonstrated commitment to equity-focused research practices that account for the lived experiences of BAC communities
- Clear Vulnerable Sector Screening (Criminal Record Check) report
- Ability to work flexible hours, including evenings and weekends, as required.

All employees are expected to participate in special assignments as a team-oriented and inclusive organization. These include fundraising, strategic planning, and other related activities that contribute to the continuous development and expansion of Roots Community Services Inc. Employees are expected to contribute to ongoing department growth and improvement via excellent job performance and proactive communication. Each employee and team are integral to RootsCS' mission.

Please email your application with a cover letter to careers@rootscs.org, with the subject line **Data Infrastructure Consultant**. Please note that we will review applications as they are submitted until the positions are filled.

We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.