

Data Analyst

About Us

At the Marda Loop Justice Film Festival, we present some of the world's best documentaries on the issues that are important to us as individuals, Canadians, global citizens, and humans. Throughout the year, a team of over 30 volunteers work hard to bring our festival to the community. Volunteers support the festival by participating on the Programming, Engagement, and Communications Committees. Join us, for an opportunity to give back to the community, have fun, meet amazing people, and practice your professional skills!

Position Summary

We are looking for a **Data Analyst** who will conduct full festival lifecycle analysis. This includes developing, administering, and analyzing post-film surveys as well as reviewing marketing statistics to measure program success of the festival's initiatives. All work will be completed in collaboration with the Communications Committee Chair, the Executive Director, and other festival committee members.

The candidate will report directly to the Communications Committee Chair and is expected to attend monthly committee meetings to the best of their ability. The expected time commitment is approximately 4 hours per month during non-festival season (December to July) and 10 hours per month during festival season (August to November).

Primary Responsibilities

- Collecting and interpreting data and analyzing results.
- Conduct, collate and analyze post film surveys from participants/audience and report the results back to the relevant members of the festival.
- Analyze marketing statistics from the festival's various platforms, including all social media channels, MailChimp, and the website.
- Identify patterns and trends in data sets and collate all information in one report to be presented after each campaign ends. Make recommendations based on findings.
- Work alongside teams to establish the festival's data needs and define new data collection and analysis processes.
- Process confidential data and information according to guidelines and help develop reports and analysis.
- Provide technical expertise in data storage structures, data mining, and data cleansing.

Other Responsibilities

- Attend monthly Communications committee meetings (1-2 hours/mo).
- Provide updates and brainstorm communications/advertising ideas with the team.

Required Skills

As the festival relies almost exclusively on volunteer support, we are looking for volunteers who can work with minimal supervision, and bring expertise in the following areas:

- Exceptional analytical, strategic, and research abilities.
- Familiarity with relevant survey and reporting software, in addition to Microsoft Office tools such as PowerPoint, MS Word, MS Excel.
- Excellent communications and listening skills.
- Superior writing skills, with a high attention to detail
- Comfort presenting your ideas to in formal and informal settings.
- A collaborative and engaging demeanor, with a willingness to share ideas, assist others, and accept feedback from agency teammates and clients.
- A knack for multi-tasking in a fast-paced, deadline-oriented environment.
- Completion of a post-secondary degree in statistics, business, marketing, or communications preferred.
- Adept at queries, report writing and presenting findings.
- Proven working experience as a Data Analyst or Business Data Analyst.
- Experience and interest in the film industry an asset but not a requirement.
- Interested in learning about and supporting the Marda Loop Justice Film Festival.

Benefits

- An opportunity to contribute to raising awareness about social injustice.
- Career advancement prospects.
- Enhanced mental and physical health given the satisfaction derived from volunteering.
- Experience in Communications and Nonprofit Management.
- Meet and interact with new people.
- Recognition for a great work done and recommendation from the festival.

How to Apply

Email resume or LinkedIn profile to mljffvolunteer@justicefilmfestival.ca

All applicants will be interviewed to assess suitability.