

**JOB OPPORTUNITY**  
Human Resources Department

**POSITION: BUSINESS ANALYST**

**REGION: Corporate Services**

**Community Living Toronto**, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

**QUALIFICATIONS:**

Diploma or Bachelor's Degree is required with a preference given to computer science, math, engineering or other related field. Two plus years' experience in a business analyst or similar role. Must be proficient in using project management related Microsoft Office products: including Microsoft Project, SharePoint, Visio and Excel. Strong IT knowledge an asset. Ministry or Government experience would be an asset.

**JOB SUMMARY:**

Reporting to the Manager of the PMO, the Business Analyst will act as a resource base for all functions within the Association. The Business Analyst will be a liaison between operations, technology and support teams and will lead process development and requirements gathering for project related work. The successful candidate must be able to communicate well and effectively manage relationships with internal and external stakeholders at all levels and offer strong analytical skills.

**RESPONSIBILITIES:**

- Responsible for solving complex problems and offer creative suggestions related to projects supported by the PMO.
- Actively participates in project planning activities and supports the PMO to develop business case proposals.
- Facilitate requirements gathering sessions with internal/external stakeholders in conjunction with the Project Manager.
- Document business and functional requirements, process flows and use cases for new projects.
- Document and analyze current processes and offer creative ideas for process improvement.
- Track and document post project implementation benefits and metrics related to key objective measurements.

**HOURS OF WORK:** 37.5 hours per week.

**SALARY:** Commensurate with experience.

**TO APPLY:  
SEND YOUR COVER LETTER AND RESUME TO:**

**Careers@cltoronto.ca**

**PLEASE QUOTE JOB POSTING #E18-46**

**When required, accommodations for disabilities will be provided, on request.**

**We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.**