



## Chemistry Industry Association of Canada (CIAC)

### Position Description

<b>Job title:</b>	Data Management Coordinator
<b>Reports to:</b>	Policy Manager, Chemical Health and Data Management

### Organizational Profile

The Chemistry Industry Association of Canada (CIAC) is the Association for Canada's chemistry and plastics sector leaders: innovators, solution providers, and world-class stewardship pioneers. We share our members' stories with decision-makers at the federal and provincial level in order to shape public policy that supports innovation, investment, jobs and the environment. CIAC represents companies that produce industrial chemicals (including petrochemicals, bio-based chemicals, inorganic chemicals and resins) that are essential building blocks for the broader manufacturing sector. In fact, 95 per cent of all manufacturing goods including plastics are touched by chemistry. Additionally, CIAC represents nearly 150 plastics value chain members with operations in every province that includes resin producers, converters, brand owners and recyclers.

As the founders of Responsible Care<sup>®</sup>, the chemistry industry's globally recognized environmental, social and governance initiative, our commitment to its ethic and principles means that we are focused on the betterment of society, the environment and the economy and that we "do the right thing and are seen to be doing the right thing".

CIAC is governed by an active membership and has developed a strong reputation as a pragmatic, policy-driven, problem-solving organization. It represents members' interests based on solid research and analysis. CIAC works cooperatively with federal and provincial governments and other stakeholders to find constructive policy solutions that benefit Canadian society, the environment and the chemistry industry.

Headquartered in Ottawa, CIAC has regional representation in Quebec, Ontario and Western Canada.

CIAC has been recognized as a Great Place to Work, 2022-2023 and supports diversity, equity, and inclusion. For more information: <https://canadianchemistry.ca/>

### Job purpose

This is an important position to support the Association's work in areas related to Responsible Care<sup>®</sup>. Reporting directly to the Policy Manager, Chemical Health and Data Management, the Intern, Data Management's primary responsibilities are managing the Association's annual member performance data processes (i.e., health and safety, process safety, emissions surveys) and supporting policy initiatives related to data management. **This is a full-time Summer position (35 hours/week) with possibility for extension.**

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**Responsible Care<sup>®</sup>**  
Our commitment to sustainability.



**Gestion responsable<sup>™</sup>**  
Notre engagement envers le développement durable.

## Key Responsibilities

- Build knowledge of and expertise in CIAC's annual member performance data surveys;
- Respond to member inquiries and requests for support during survey completion;
- Track survey submission and follow-up with members who have late/incomplete submissions;
- Lead data collection and quality assurance/quality control activities;
- Analyze data and produce reports/presentations to support CIAC's broad policy and advocacy initiatives, improve transparency, and track industry improvements;
- Attend SHARE Network, Process Safety Network, and National Environmental Quality Committee meetings; present survey analyses to these committees for input and discussion;
- Work with the Responsible Care, Operation Clean Sweep, and TRANSCAER® teams to incorporate analyses into the Association's annual environmental, sustainability and governance (ESG) report;
- Support continuous improvement of surveys and incorporation of the United Nations Sustainable Development Goals (UN SDGs) by collaborating with members and other associations, such as the American Chemistry Council;
- Complete CIAC's annual Key Performance Indicator (KPI) report to the International Council of Chemistry Associations (ICCA);
- Support the Policy Manager, Chemical Health and Data Management's participation in the federal NPRI multi-stakeholder work group.

## Education and Experience

- Interested applicants must be in the third or fourth year of a bachelor's degree or diploma in data analytics, data management or related program at an accredited college or university in Canada. Higher level applicants are welcome.

## Qualifications

- Excellent interpersonal and organizational skills;
- Strong research and analytical skills, ability to synthesize and analyze large quantities of data;
- Proficiency in Microsoft Excel, with strength in advanced data management skills such as vlookups, pivot tables and complex formulas;
- Strong attention to detail, with the ability to prioritize and multi-task workload under time constraints;
- Excellent written and oral presentation skills, both in-person and virtual;
- Microsoft PowerPoint - ability to compile and format presentations quickly and professionally;
- Energetic, proactive self-starter, able to work with minimal supervision, results oriented;
- Able to work in full discretion with sensitive or proprietary information.

## Languages

- English essential, French an asset

To apply, please forward your CV and cover letter combined in one file in Word or PDF format to: [dmorrison@canadianchemistry.ca](mailto:dmorrison@canadianchemistry.ca) by March 13, 2023.