

CAREER OPPORTUNITY

BUSINESS INTELLIGENCE ANALYST



WHO WE ARE

The College of Massage Therapists of Ontario (CMTO) is a progressive regulatory body dedicated to protecting the public interest by upholding the highest standards for Registered Massage Therapists (RMTs). We hold RMT's accountable for providing safe, ethical, and high-quality Massage Therapy care to the public.

At CMTO, we are dedicated to excellence in protecting the public interest, guiding registrants, and promoting the highest possible quality of the practice of Massage Therapy.

WORKING @ CMTO

This full-time, permanent position offers a competitive annual salary, a comprehensive benefits package, RRSP matching, and a professional development fund. At CMTO, we foster a collaborative team culture and a strong commitment to our mission. Our flexible, remote-first work environment allows staff to work remotely most of the time, while our office—located centrally, steps from TTC—is available when needed.

If you are looking to build a meaningful career in a highly varied role within a non-profit, regulatory organization, we want to meet you!

ABOUT THE ROLE

CMTO is seeking a Business Intelligence (BI) Analyst to support the transformation of complex data into clear, actionable insights to drive the College forward. The BI Analyst reports to the Manager, Projects and Data Analytics, provides insights that support regulatory operations, organizational performance and strategic decision-making.

KEY DUTIES

- Collect, extract, integrate and analyze data from multiple sources to identify emerging risks.
- Translate complex analytical findings into meaningful insights and practical recommendations tailored to technical and non-technical audiences.
- Design and create impactful visualizations, dashboards, and reports using Microsoft Power BI to clearly communicate key business insights to stakeholders.
- Develop and maintain data governance standards, reports, business terminology and data dictionaries to promote consistency, accuracy and standardization.
- Investigate data quality issues, identify root causes and work collaboratively with organization teams to implement corrective actions and improvements.
- Partner with business leaders to define KPIs, metrics, reporting requirements and analytical priorities.

- Develop and maintain datasets, semantic models, dashboards and reporting solutions leveraging CMTO's Microsoft Azure Data Lakehouse environment to support enterprise reporting, analytics and decision-making.
- Perform data validation, reconciliation and quality assurance projects to ensure the integrity, usability and reliability of organizational data used for reporting and analysis.
- Support adoption of Power BI and self-service through user training, documentation, coaching and reporting best practices.
- Identify opportunities to automate data collection, reporting and analytical processes to improve efficiency and reduce manual effort.
- Present analytical findings, trends and recommendations to senior leadership and organizational teams to support discussions and planning.

SKILLS

- Advanced analytical, critical thinking and problem-solving skills.
- Skilled in developing dashboards, reports and data visualizations and data storytelling.
- Ability to translate data into actionable business insights and present findings.
- Excellent organizational and time management skills.
- Strong verbal and written communication skills.
- Demonstrated ability to maintain confidentiality and exercise sound judgment;
- Ability to work independently and contribute effectively within a team.
- Adaptability and continuous improvement mindset.

QUALIFICATIONS

- Bachelor's degree in mathematics, Statistics, Data Science, Computer Science, or equivalent business experience in Data Analytics, Business Intelligence or related field.
- Minimum of 5 years of professional experience with at least 3 years of specialization in business intelligence or data analytics.
- Expertise in designing, developing and maintaining Power BI dashboards, reports, semantic models and performance measurement frameworks.
- Experience working with enterprise data platforms including Microsoft Azure Data Lakehouse, data pipelines, semantic models and Power BI reporting environments.
- Experience with ETL processes, cloud-based storage solutions, and advanced Excel.
- Knowledge of Microsoft Azure Data Lakehouse architecture, data engineering concepts, cloud-based analytics platforms, and emerging AI-enabled analytics capabilities.
- Proficiency in SQL and data modeling, with experience using Python or other analytical programming languages.
- Familiarity with data integration tools and AI-driven analytics is an asset.

LIFE at CMTO

Compensation and Time Off

- Hiring salary: \$90,000 - \$100,000
- 15 vacation days plus 4 personal days
- Office closure every year from December 25 to January 1

Benefits & Support

- Group benefits starting on your first day
- Health Care Spending Account
- Annual professional development funding
- Group Retirement Savings Plan
- Maternity and parental leave top-up program

Work Environment

- Remote-first workplace with in-office expectations 2 times per month on average
- Collaborative, collegial team culture
- Office located at 175 Bloor Street East, Toronto with easy transit and parking access

INTERESTED?

To be considered, apply online or via email to resumes@cmto.com on or before September 11, 2026. Please state the job posting title and your name in the subject line of the email.

Artificial intelligence is not used to screen, assess, or select applicants for this role. Recruiters may use AI-supported tools only to help identify potential candidates on public platforms. All application reviews, assessments, and hiring decisions are made by people in accordance with Ontario employment and human rights laws.

CMTO is committed to equity, diversity, inclusion, and equal opportunity. We welcome applicants from all communities, including people of all religions, ethnicities, and racial backgrounds, persons with disabilities. LGBTQ2S+ communities. women. Indigenous Peoples. and anyone who may contribute to the diversity of perspectives within our organization.

CMTO upholds the Accessibility for Ontarians with Disabilities Act (AODA). We work to ensure that our recruitment, assessment, and selection processes are accessible and will provide accommodation upon request. If you require accommodation at any stage of the hiring process, contact resumes@cmto.com.

We thank all applicants for their interest. Only those selected for an interview will be contacted. Most recruitment activities, including interviews and onboarding, may be conducted virtually.