

FOUNDING ANALYST

We show up. The work is real, and so is what you'll learn here.

Contract-to-Permanent • Cornwall, Ontario • Full-Time, In-Office • 50,000-70,000\$

ABOUT LPT & CO.

LPT & Co. is a boutique consulting and AI products firm in Cornwall, Ontario. We help founders, municipalities, Indigenous organisations, and non-profit teams across Eastern Ontario through hands-on consulting, loan administration, and governance support. We also build the AI-powered products that are fast becoming the bigger part of what we do: Mezzura™, our lending intelligence platform; Second Cut™, our community data practice; and North Clearing™, our fractional COO and embedded operations practice. We don't advise from a distance. We get in the trenches and build the structure, and the tools, that keep the work moving. We're a small, close-knit crew, which means everyone wears several hats, works shoulder to shoulder with clients and Principals, and sees the real impact of their work every day.

THE OPPORTUNITY

We're hiring our first dedicated Analyst, and we're casting a wide net on purpose. The work spans a lot: labour market research and reporting, data analysis, building small tools and automations, supporting our AI products, design and web work, and helping deliver client engagements. We don't expect one person to be equally strong at all of it. Tell us where you're strong, and we'll shape the role around it. Depending on who we find, this may grow into more than one role, or come together in stages.

This is an early-career role for someone sharp, curious, and willing to get their hands dirty on real work from day one. One week you might be pulling labour market data for a regional study; the next, building a classification script, drafting a board deck, or laying out a brand asset. You won't be siloed, and you won't be making coffee.

We hire for who you are and how you think, not for a perfect resume. If you don't know something yet, we'll teach you. What we can't teach is work ethic, judgment, and genuine care about getting it right for the people and places we serve. This role starts as a contract with a clear path to permanent for the right person.

WHAT YOU'LL DO

This is the full range of work on our plate. You won't own all of it; we'll weight it toward your strengths.

LABOUR MARKET INTELLIGENCE & RESEARCH

- **Labour market publications:** help research, analyse, and draft our regional labour market reports and a monthly labour market newsletter.
- **Research and synthesis:** dig into industries, programs, regions, and policy questions, then turn what you find into clear, usable answers for the team and our clients.

- **Job-posting and occupational data:** work with the data and classification tooling behind our labour market work, including our job-posting datasets.
- **Partner support:** help answer partner and employer questions through our LMI help desk.

DATA, TOOLS & AUTOMATION

- **Build small tools:** write scripts, automations, and data pipelines that make the analytical work faster and more reliable.
- **Data quality:** run quality checks on our data and outputs, and document what you find.
- **Prototypes:** help build and improve dashboards and proofs of concept for client and internal projects.

AI PRODUCTS, DESIGN & WEB

- **Support our AI products:** help build and improve the data, content, and assets behind Mezzura and Second Cut.
- **Design and brand assets:** produce graphics, brand assets, decks, one-pagers, and polished documents that look the part.
- **Web and SEO:** help maintain and improve our product and marketing sites, including search optimization.

CLIENT DELIVERY & CORRESPONDENCE

- **Client engagement support:** pitch in on client work, including fractional COO engagements, from candidate screening on a hiring search to whatever a project needs.
- **Stakeholder correspondence:** draft and track correspondence with clients, partners, and stakeholders, including sensitive regulatory correspondence, with care and discretion.
- **Grants and funding:** monitor grant and funding opportunities and help pull applications together.

AI-ASSISTED PRODUCTION

- **Working with AI:** use AI tools with good judgment to research faster, draft, build, and produce polished work, while keeping quality high and the LPT voice intact.

TEAM & COORDINATION

- **Keeping work moving:** track your own deadlines, flag what's at risk early, and pitch in wherever the crew needs a hand.

WHO YOU ARE

You're a hard worker who takes real ownership of what you touch. When you don't know the answer, you go find it rather than wait to be told. You're curious about almost everything and you genuinely like learning, because in this role you'll do a lot of it. Maybe you lean analytical, maybe you lean toward building things or design; either way, you bring range and you're keen to grow it.

You care about doing right by people. You handle confidential financial, legal, and personal information with complete discretion, and you treat clients, colleagues, and the community with respect. You're a clear writer and a clear thinker, organised enough to juggle several threads at once, and you'd rather be part of a tight crew than a cog in a big machine. The work we do is rooted in Eastern Ontario, and it helps if you care about this place and the people in it.

WHAT YOU'LL BRING

- **Aptitude over credentials:** post-secondary education in business, economics, public policy, data, computer science, design, or a related field, or equivalent experience that shows you can do the work.

- **A core strength, and range:** you're genuinely good at one or more of these: research and analysis, working with data, building small tools or scripts, or design and web. We don't expect all of them. Tell us yours.
- **Strong writing:** the ability to explain a complicated thing simply, for a board, a funder, or a community partner.
- **Comfort with technology:** confident with Microsoft 365 and Excel, and quick to pick up new systems. Comfort with light coding (e.g., Python), data tools, design software, or web and SEO is a real asset.
- **Curiosity about AI:** you use AI tools, or you're itching to, and you have instincts about where they help.
- **Bonus, not required:** experience with labour market or economic data, professional services, governance or consultation support, grants, or our stack (Productive.io, QuickBooks Online, Microsoft 365). Bilingualism (English/French) is an asset given our Eastern Ontario client base.

DETAILS & HOW TO APPLY

- **Term:** contract to start, with a clear path to a permanent role for the right person.
- **Location:** LPT & Co. Office, Cornwall, Ontario. This is a full-time, 100% in-office role (not remote or hybrid).
- **Compensation:** \$50,000-\$70,000, commensurate with experience.

To apply, send your resume and a short cover letter telling us about something you taught yourself how to do, and where your strengths lie, to hello@lptandco.com. Tell us who you are, not just what you've done. Applications are reviewed on a rolling basis until we find the right person.