

## First Nations Education Steering Committee

Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2  
P: 604-925-6087 Toll-Free: 1-877-422-3672

FNESC Careers [www.fnesc.ca/employment](http://www.fnesc.ca/employment) [jobs@fnesc.ca](mailto:jobs@fnesc.ca)



## ICT Business Analyst (Maternity leave coverage)

The First Nations Education Steering Committee (FNESC) is an independent society led by a strong and diverse board of about 100 First Nations community representatives. FNESC is committed to improving education for all First Nations students in BC. FNESC works in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA), as well as other partner organizations.

We are currently searching ICT Business Analyst to join our team and play a key role in supporting our commitment to improve education for all First Nation students in BC.

### Duties and Responsibilities:

- Apply commonly used business analysis techniques to gather requirements from functional area experts;
- Attend and facilitate stakeholder meetings to gain clarity and understanding of requirements and processes;
- Conduct thorough analysis of workflow and business processes, and make recommendations that will positively impact operational effectiveness;
- Use existing templates and tools to create workflow diagrams and detailed documentation of user and system needs;
- Create specifications for new features and modifications for our custom developed databases, multiple websites, and other systems;
- Provide day-to-day support to help business users maximize their use of existing systems.

### Required Education and Experience:

- A minimum post-secondary education degree in Business Analysis, or equivalent business experience database programming and design related fields;
- A minimum of two (2) years of databases and ICT experience (equivalent combination of experience and education will be considered);
- An understanding of IS concepts, including data models (ERDs) and application integrations;
- Proficiency in ASP.NET (C#) programming, MS Access, Microsoft Excel;
- An ability to use MS SQL Reporting Services, and Crystal Reports to design reports;
- Basic ability with web application development using HTML, IIS, and CSS.

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We offer meaningful work in a professional, friendly, and respectful office environment which is easily accessible by transit and right next door to Park Royal Mall.

This is a full-time (temporary) one-year position with most of the work being done between 8:30 a.m. and 4:30 p.m. However, the nature of this position is such that occasional work outside of those hours, including weekend work, may be required.

The salary for this position is \$56,000 per year.

We thank everyone who applies for their interest in FNESC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

If what we have to offer fits what you're looking for, please send your resume and cover letter to [jobs@fnesc.ca](mailto:jobs@fnesc.ca)