

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

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Manager, Data Analysis

Join us to make a lasting impact!

The Manager, Data Analysis position is an important position in our Executive Services and Community Support department. A data and analytical professional with a strong aptitude for technology. The role of a data manager is collecting, analyzing, and interpreting data sets related to First Nations education and to provide data-driven analysis and research to inform policy discussions and decisions. This includes developing custom data models, organizing, storing, and analyzing data, while also safeguarding FNESC's security and privacy standards.

Since 1992, FNESC, led by a strong and diverse board of over 125 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA). Communications, research, partnership-building, resource development and advocacy are all part of the work we do to advance issues in First Nations education.

Duties and Responsibilities:

- Implementing and developing tools to monitor and analyze data
- Adhere to privacy regulations related to data
- Developing custom data models and visualizations
- Assessing accuracy of data and data-gathering strategies
- Handle many aspects of First Nations education data, and working with other FNESC departments and staff on data requirements
- Oversee and manage Senior Analyst, Data and Funding;
- Supports the Senior Analyst, Data and Funding to ensure written work is of high quality and consistency, has appropriate tone, and has strength of argument;
- Participate and provides leadership on FNESC's data-related initiatives such as the BCTEA Data Committee, while ensuring accessibility and appropriate use of data as part of FNESC's various policy initiatives and projects. This includes, but is not limited to proofing, sourcing, identifying issues, developing arguments and strategies;
- Designs and develops data-related research projects and identifies and manages external consultants as necessary;

We encourage you to apply if you want to join an organization that makes a difference and possess the following:

- A minimum of a Bachelors' Degree or higher in a relevant field (Education, Communications, Business Administration, Public Administration, Political Science, etc.);
- A minimum of two (2) years' experience working in a senior data position.
- A minimum of one (1) year experience working with First Nations organizations is preferred;
- Ability to quickly understanding of First Nations education issues and BC First Nations education agreements, partnerships, and legislation;
- Demonstrated innovation, creativity and an understanding of how to work collaboratively with First Nations;
- Excellent verbal and written communication skills;
- Excellent organizational skills;
- Ability to work in a busy, frequently changing environment. Multi-tasking, flexibility, and adaptability are a must;
- Ability to work as part of a team, and also take direction from a Board of Directors;

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- Dependability and reliability;
- Strong sense of responsibility and ownership;
- Ability to create and maintain a professional, respectful, safe and healthy work environment;
- Flexibility for travel when/if required.

We offer full-time meaningful work in a professional, friendly, and respectful office environment which is easily accessible by transit and right next door to Park Royal Mall. We enjoy having occasional lunches together as a team – pizza is one of our favorites. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and a wellness subsidy for all of our employees.

This is a full-time, permanent 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. We may consider requests for partial-work-from-home for the right employees and in circumstances that work for everyone.

The salary for this position is \$87,550.00 per year.

FNESC requires that all FNESC staff be fully vaccinated for COVID-19 for two reasons: First, because FNESC takes its responsibility to create and maintain a healthy workplace very seriously. And, second, because many of our staff attend First Nations communities in-person. Some First Nations have unique requirements and vulnerabilities related to communicable diseases like COVID-19, and FNESC always respects the needs of First Nations.

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.

Please send your resume and cover letter to jobs@fnesc.ca