

## 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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## Data and Funding Analyst

**Join us to make a lasting impact! An excellent work-life balance is waiting for you!**

As part of the Executive Services and Community Support team, the Data and Funding Analyst will support a variety of data-related initiatives and projects to advance First Nation education in British Columbia. This work includes developing funding policy, providing advice and information, and conducting research and analysis related to the BC First Nations funding model. The Data and Funding Analyst is FNESC's subject-matter expert with regards to funding and data analysis, and therefore, this role requires a high degree of accuracy and initiative. The Data and Funding Analyst will also support their manager in working with BC First Nations, government partners, and other education partners to build relationships and advance organizational priorities.

Since 1992, FNESC, led by a strong and diverse board of over 130 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSA), 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.

### What We Offer:

- The salary for this position is \$61,058.00 per year;
- Three (3) weeks of vacation as well as two (2) weeks of vacation at Christmas time (with the latter being subject to annual board approval);
- Well above-average benefits plan that is 100% paid for by FNESC, that includes: extended health care, dental care, and vision care;
- Well above-average employer matched pension plan;
- The potential for partial work-from-home;
- Career advancement opportunities in a fast-growing organization (approximately 30% of current FNESC employees have been promoted into their current role);
- Generous annual professional development subsidy;
- Generous wellness subsidy;
- 35-hour working week;
- Regular employee appreciation events such as our annual Summer Barbeque and Christmas Party;
- Respectful work environment with a stellar work-life balance.

### Duties and Responsibilities:

1. Working with government partners to develop, maintain and update the BC First Nations Education Funding Model, including funding for language and culture, special education, transportation and other allocations;
2. Working with government partners to provide timely updates of the funding model to First Nations based on any changes to the BC provincial education funding model, including the First Nation Student Rate;
3. Developing, promoting, and maintaining and annually updating a BCTEA Funding Handbook and Estimator tool used by First Nations to forecast future funding allocations and support school-based budgeting;
4. Working with First Nations as requested to calculate the allocation of operating funding to First Nations schools and verifying the accuracy of the funding allocations;

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5. Preparing timely and accurate funding information documents, including briefing notes, board reports, correspondence and other documents;
6. Coordinating the First Nation School Bus Capital Program: developing funding allocations, and policy and procedures regarding the administration of capital funding and approvals to support the purchase of school buses by First Nations schools;
7. Developing costing analysis to evaluate the effectiveness of new or proposed funding and policy options, and to predict the effects of such options in the presence of changes to student enrolment, composition, and other factors in First Nation schools;
8. Developing briefing notes, presentations, and meeting materials on funding issues related to the BC First Nation Funding Model.

### What We're Looking For:

- Graduation from a university of recognized standing preferably with a degree in Public Policy, Economics, Political Science, Mathematics, Statistics, or another field that highlights strong data and writing skills.
- Previous experience working in research, data analysis, and policy development is an asset, but is not required if relevant education is present.
- Knowledge of the BC public school system;
- Strong ability to perform descriptive statistics and statistical simulations;
- Strong ability to use word processing and spreadsheet software;
- Excellent written communication and presentation skills;
- Excellent interpersonal and spoken communication skills.

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.

**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](mailto:jobs@fnesc.ca)