

## 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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## Analyst, Data and Funding

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

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic and organized Analyst, Data and Funding to join our hard-working Data and Funding team who work collaboratively and diligently to improve education for all First Nations students in BC.

The Analyst, Data and Funding is an important role in FNESC's Executive Services and Community Support department. The Analyst, Data and Funding, is part of a collaborative team that supports a variety of data-related initiatives and projects to advance First Nation education in British Columbia and is responsible for developing funding policy, providing advice and information, and conducting research and analysis related to the BC First Nations funding model. As a knowledgeable member of the Data and Funding team, the Analyst, Data and Funding collaborates with other FNESC staff and aligns with the mission and vision of FNESC and the FNSA. This position provides support to the Senior Manager, Data and Funding in working with BC First Nations, government partners, and other education partners to build relationships and advance educational 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 \$66,841.00 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:

#### Supporting the BC First Nations Funding Model established under the BC First Nations Tripartite Education Agreement by:

- Works 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;

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- Works 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;
- Develops, promotes, and maintains and annually updates a BCTEA Funding Handbook and Estimator tool used by First Nations to forecast future funding allocations and support school-based budgeting;
- Works with First Nations as requested to calculate the allocation of operating funding to First Nations schools and verifies the accuracy of the funding allocations;
- Prepares timely and accurate funding information documents, including briefing notes, board reports, correspondence and other documents;
- Coordinates 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;

### **Providing research and analytical capacity to support FNESC's funding policy and advocacy work by:**

- Develops 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;
- Develops briefing notes, presentations, and meeting materials on funding issues related to the BC First Nation Funding Model;
- Develops and reviews options for proposed funding adaptations and initiatives in consultation with BC First Nations, government partners, and with other jurisdictions as appropriate;
- Monitors funding policy and programs of the Federal government, the BC government and other provincial/territorial governments and reporting any potential impacts on BC First Nations students and/or schools;
- Maintains and updates data within FNESC's database;
- Collaborates with and supports other FNESC staff with issues or matters related to funding formulae, data and funding policy.

### **What We're Looking For:**

- A minimum of a Bachelor's degree in a relevant field that highlights strong data and writing skills (Public Policy, Economics, Political Science, etc.);
- Previous experience working in research, data analysis, and policy development is an asset;
- 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;
- Flexibility for travel when required;

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We offer full-time meaningful work in a professional, friendly, and diverse 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.

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)**