



## NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

### DATA ANALYST

#### FULL TIME – PERMANENT

Nogdawindamin Family and Community Services, a Designated Aboriginal Child Welfare Agency serving member First Nations situated between Sault Ste. Marie and Sudbury, is seeking to hire a **Data Analyst**. This position will be based out of our Satellite Office in **Sault Ste. Marie**.

#### **Overview of Responsibilities**

Reporting to the Manager of Infrastructure and Technology, the Data Analyst position is responsible for developing analytical strategies to monitor programs, initiatives, trends, data, issues, and best practices of the agency. Analytical reports will be communicated to internal and external stakeholders. The Data Analyst will be responsible for completion of service related data requirements of ministry reports.

#### **QUALIFICATIONS**

##### **Education and Experience Requirements**

- Diploma or degree in Computer Science or equivalent
- Three (3) years' experience in performing systems analysis working with data processes or in an equivalent role

##### **Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions, and the Seven Grandfather Teachings
- Knowledge of data management technologies
- Strong ability to analyze and synthesize
- Advanced knowledge in data analysis (Excel, Access, SQL)
- Experience with statistical packages

##### **Special Skills & Abilities**

- Proficient computer skills with MS Office Software, networking, and other software
- Excellent analytical and research skills
- Excellent mathematical skills
- Excellent interpersonal and customer service skills
- Excellent conflict resolution and problem-solving skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer technical skills
- Ability to attend to detail
- Ability to communicate in user-friendly language
- Ability to develop and configure complex information technology systems
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to adapt to manage change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

##### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

**Salary Range: \$51,305.00 - \$63,021.00**

Please submit a job related resume and cover letter along with three work related references by:

**Thursday, December 7, 2017 – 4:00 p.m.**

#### **Hiring Committee**

Nogdawindamin Family and Community Services  
210B Gran Street, Batchewana First Nation, ON P6A 0C4  
FAX (705) 946-3717  
[hr@nog.ca](mailto:hr@nog.ca)

Preference will be given to applicants of native ancestry.

**Incomplete or late applications will not be accepted**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

**A full job description is located on our website at [www.nog.ca](http://www.nog.ca)**