



**BCAAFC** | BC Association of  
Aboriginal Friendship Centres

## **Data & Research Analyst**

Full Time TERM position | 35hrs / week | Based in Victoria, BC

Located within the territory of WSÁNEĆ (Saanich), Lkwungen (Songhees) and Wyomilth (Esquimalt) peoples, the BC Association of Aboriginal Friendship Centres (BCAAFC) is the umbrella association for the 25 Friendship Centres throughout the Province of British Columbia. BCAAFC collaboratively works to promote and deliver accessible programs and services that target urban Indigenous peoples and that support their vision of health and wellness.

The BCAAFC is seeking a qualified individual to undertake research on the needs and barriers faced by urban Indigenous peoples in order to support Friendship Centres programs and services.

### **Key Duties and Responsibilities**

- Support Friendship Centres and urban/off-reserve Indigenous communities to obtain recent and relevant data, access data, exchange knowledge and translate the outputs of research into policy and practice.
- Prepare and coordinate briefing material, reports, speaking notes and correspondence on current Indigenous issues.
- Identify and prioritize the key gaps in knowledge related to system improvements and seek opportunities to address them.
- Assist Friendship Centres in applying for and securing funding and grants for initiatives, programs and projects.

### **Knowledge and Abilities**

- Demonstrated thorough knowledge of Indigenous communities, cultures, and perspectives, and understanding of barriers faced by urban/ off-reserve Indigenous peoples.
- Knowledge and understanding of principles and practices of Indigenous engagement is required.
- Ability to translate various kinds of data, research and grey literature to non-academic audiences.
- Demonstrated skills and commitment to data driven/evidence-informed decision making.
- Strong verbal and written communication skills, including developing or editing reports, proposals, presentations and correspondence.
- Excellent organizational, planning and time management skills, with the ability to multi-task, produce and coordinate projects to tight deadlines.
- Ability to collaborate and work on a team, and function independently with minimal supervision.

**BC Association of Aboriginal Friendship Centres**

551 Chatham Street | Victoria, BC | V8T 1E1 | [www.bcaafc.com](http://www.bcaafc.com)

Phone: 250-388-5522 | 1-800-990-2432 | Fax: 250-388-5502

- Ethics and integrity, working with confidential materials and information.

### Qualifications

- A bachelor's degree in a relevant discipline and significant research experience.
- Significant experience working with Indigenous communities and Indigenous service organizations.
- Strong PC software skills including experience with Microsoft Office (Word, Access, PowerPoint, and Excel), Internet Search and an ability to learn new programs quickly is required.
- Must be able to provide a current criminal record check.

### About Us

- This position is located at 551 Chatham St in downtown Victoria.
- The work week is 35 hours. Consideration may be given for part time hours (25hrs/week).
- This is a TERM position with a start date of April 1, 2020, and end date of March 31, 2021. This position may be renewed dependent upon funding.
- The BCAAFC offers benefits once you complete your probationary period. This includes:
  - A 50% employee benefit package, including a wellness program and pension.
  - Three weeks paid vacation to start, the longer you stay the more you get!
  - Enrollment in our Wellness Group: a fun group of people to hang out with once a month!
  - Understanding, supportive and flexible work environment.

**Please send resume and cover letter to:**

**Patricia Moore** | General Manager

Email: [pmoore@bcaafc.com](mailto:pmoore@bcaafc.com)

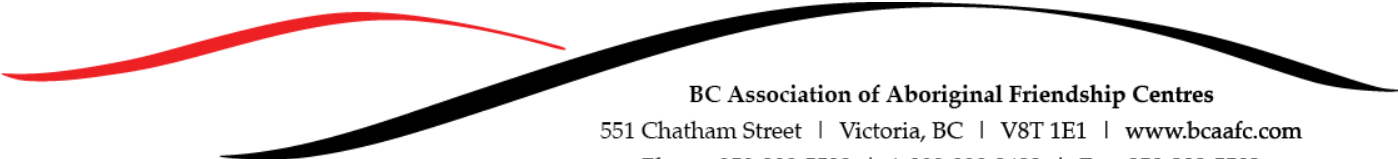
**SUBJECT LINE MUST INCLUDE: Data & Research Analyst**

**DEADLINE: THURSDAY MARCH 19, 2020 AT NOON PST**

Interviews will take place March 23 - 27, 2020.

(Only shortlisted candidates will be contacted)

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.*



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