

IFN of Ontario
JOB DESCRIPTION



Job Title	Housing and Community Data Analyst
Reports To	Director of Intergovernmental Affairs
Location	Hybrid/Remote
Employment Type and Hours of Work	Full Time 8:30 am to 4:30 pm

Position Summary

The Housing and Community Data Analyst will support IFN of Ontario in researching, analyzing, and advancing data related to First Nation housing and community living experiences, including individuals and families experiencing housing instability or unmet housing needs while living off-reserve.

The role focuses on strengthening data governance, supporting the development of frameworks, and contributing to initiatives that ensure data is collected, managed, and shared in a manner consistent with OCAP® principles and First Nation data sovereignty.

Working collaboratively with regional partners, consultants, and technical committees, the position will assist in the development of data collection strategies, pilot projects, and reporting processes. The Analyst will contribute to initiatives that support improved understanding of housing realities and community needs, while ensuring that approaches are respectful, culturally grounded, and community-informed.

The role contributes to project activities related to housing and community data, working collaboratively with project partners, communities, and technical groups. The Housing and Community Data Analyst contributes to project activities as part of a broader partnership model and does not lead or assume responsibility for project-wide deliverables.

IFN of Ontario will assist communities in this capacity only when requested to do so and act as an information provider only.

Key Responsibilities

1. Policy and Data Analysis

- Support research and analysis of current First Nation housing and community data, including housing stability and access to housing supports.
- Assist with environmental scans of available datasets, reports, and socio-economic indicators related to housing and community wellbeing.
- Identify data gaps and contribute to strategies that improve the quality and availability of First Nations housing data.
- Contributes to the development of frameworks and approaches related to housing and community data initiatives.

2. Data Governance and OCAP® Compliance

- Support the development of data governance processes aligned with OCAP® principles.
- Work with partners to explore data storage solutions, including collaboration with the First Nation Data Governance Centre or similar organizations.
- Assist in ensuring that data collection, use, and sharing practices respect First Nation data sovereignty.
- Support the development of data sharing approaches with municipalities and other organizations.

3. Project Support and Pilot Initiatives

- Participates in pilot initiatives related to housing and community data, contributing to discussions, activities, and documentation as part of the broader project team.
- Supports assigned activities related to pilot initiatives, including information gathering, documentation, and coordination with partners as required.

4. Stakeholder Engagement and Consultation

- Participates in engagement activities with First Nation communities and external partners to support project objectives.
- Contributes to engagement sessions by assisting with preparation, documentation, and follow-up activities.
- Assist with engagement sessions in urban centres and regional locations.
- Contribute to presentations and communication materials related to project initiatives.

5. Communication and Reporting

- Assist in the development of communication strategies in collaboration with Chiefs of Ontario and other partners.

- Participates in discussions related to data sharing approaches with municipalities and partner organizations, contributing information and supporting documentation as required.
- Contribute to the preparation of a final report outlining findings, recommendations, and data strategies.
- Maintain organized documentation of research, engagement activities, and project outputs.

Working Relationships

- **IFN of Ontario Leadership and Team**
Collaborate with leadership and team members to support project implementation, research, and reporting.
- **First Nation Communities**
Engage with community members and representatives to support consultation and data initiatives.
- **External Partners and Organizations**
Work with consultants, regional partners, municipalities, and federal departments involved in housing and community data.
- **Technical Committees**
Support collaboration with subcommittees related to housing and community data sovereignty.

Qualifications

Education and Experience

- Post-secondary education in policy, data analysis, social sciences, or a related field, or a minimum of five (5) years of equivalent experience.
- Experience working with First Nations organizations, communities, or governance structures.
- Experience with data collection, analysis, or research projects, preferably within a First Nation context.
- Experience working with housing, community wellbeing, or socio-economic data is considered an asset.
- Experience working with District Social Services Administration Boards is an asset.

Skills and Knowledge

- Knowledge of First Nations rights, governance structures, and priorities related to housing, lands, and infrastructure.
- Knowledge and understanding of OCAP® principles and First Nation data sovereignty.
- Understanding of data sharing agreements and data governance practices.

- Strong research, analytical, and problem-solving skills.
- Ability to organize, interpret, and present data in a clear and meaningful way.
- Strong communication and presentation skills.
- Proficiency in Microsoft Office applications including Excel, Word, and Outlook.
- Ability to work independently and collaboratively in a hybrid/remote work environment.

Core Competencies

- **Research and Analytical Skills**
Ability to gather, analyze, and interpret data to support policy and program development.
- **Attention to Detail and Accuracy**
Maintains a high level of accuracy in data collection, analysis, and reporting.
- **Communication Skills**
Ability to communicate complex information clearly to diverse audiences.
- **Collaboration and Relationship Building**
Builds effective relationships with First Nation communities, partners, and stakeholders.
- **Cultural Awareness and Respect**
Demonstrates respect for First Nation cultures, values, and community priorities.

Work Environment

The Housing and Community Data Analyst works in a hybrid/remote work environment and collaborates with internal teams, First Nation communities, and external partners.

The role involves regular use of computer systems, virtual communication platforms, and documentation tools. The position includes participation in virtual and in-person meetings, engagement sessions, and project activities.

Flexible work arrangements are supported; however, the position may require availability during standard business hours and flexibility to accommodate meetings, travel, and community engagement.

Physical and Sensory Demands

Work involves extended periods of computer use, virtual meetings, and document review. The role requires sustained concentration, attention to detail, and the ability to analyze data and prepare reports.

Travel may involve extended periods of sitting and participation in meetings or engagement sessions. Occasional lifting of materials or equipment up to approximately 20 pounds may be required.

Travel Expectations

Employees of IFN of Ontario may be required to travel to attend meetings, engagement sessions, and project activities.

Travel may include day trips or overnight stays. The employee must be able to represent IFN of Ontario in a professional and respectful manner when engaging with First Nation communities and external partners.

Conditions of Employment

Satisfactory Criminal Record Check

Valid driver's licence and ability to travel as required

Must maintain confidentiality of organizational and project information

Disclaimer

This job description outlines the general nature and level of work expected of the position. Duties and responsibilities may evolve over time to meet the operational needs of IFN of Ontario.

Acknowledgement

Employee Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____