



# Tseshahat First Nation Employment Opportunity

## DATA ANALYST (TERM)

The Tseshahat First Nation Administration Office is now accepting applications for a full-time term position of **Data Analyst**.

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### POSITION SUMMARY

The Tseshahat First Nation Administration Office is now accepting applications for the position of **Data Analyst**. This position is full time at 75 hours bi-weekly (37.5 hours per week) on a term.

The TFN Administration Office requires an individual to work alongside the Manager of Natural Resources and Membership Clerk to identify key insights and ways that data can be used effectively and efficiently.

### PRIMARY/CORE RESPONSIBILITIES

The Data Analyst is responsible to explore data sets needed by the organization and to create a data research tool in various formats and will establish internal data goals specific to Tseshahat needs. Additionally, the Data Analyst will collect data using software, surveys, and other data collection tools.

### QUALIFICATIONS

- Strong foundation of business knowledge and professional skills.
- Decision-making and problem-solving abilities.
- Communication and time-management skills.
- Well-developed organizational, verbal, and written communication.
- Analytical abilities.
- Demonstrated computer and software knowledge.
- May be asked to present a Criminal Record Check suitable to the Employer and the position.

### HOW TO APPLY

Submit a cover letter, resume and three (3) current references to:

Tseshahat First Nation, Attention: Wendy Gallic, Community Services Manager  
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or  
by email: [wgallic@tseshahat.com](mailto:wgallic@tseshahat.com)

**CLOSING DATE: August 9, 2022**

### Hiring organization

Tseshahat First Nation

### Employment Type

Full-time Term

### Job Location

5091 Tsuma-as Dr.,  
Port Alberni, BC, Canada V9Y 8X9

### Working Hours

37.5 hours per week

### Wage Range

\$18.00 per hour

### Date posted

July 25, 2022

### Valid through

August 9, 2022