CONTRACTOR	
Department:	Data Management
Supervisor:	Data Manager
Terms and Conditions of Employment	Month to Month Contract

ABOUT FNHPA

The First Nations Housing Professionals Association (FNHPA) is the only national organization in Canada dedicated exclusively to supporting current and aspiring First Nations housing professionals. As the central hub for professional standards, certification, and support services, FNHPA plays a vital role in strengthening housing capacity within First Nations communities.

The FNHPA's efforts help to advance the goals of First Nations housing departments on-reserve, ensuring housing professionals are well-equipped to serve their communities effectively.

ABOUT THE CONTRACTOR ROLE

The FNHPA delivers a strengths-based capacity development tool called the **First Nations Housing Management Assessment** and Learning Pathway (LP). The tool includes 10 short assessment quizzes designed for First Nation Housing staff. It assesses individual and organizational level housing knowledge, competencies, operational capacity and growth opportunities for First Nations and offers introspective and organizational understanding, insight and strategies. Outputs of the tool are measured by set administrative level managerial competencies and inform a Learning Pathway. The LP is a comprehensive personalized capacity development plan that identifies the different skills, competencies and resources required for further community/organizational growth and development.

The Contractor will support the FNHPA by conducting manual analyses of the tool's outputs and deliver Learning Pathway reports for users.

The Contractor reports directly to the Data Manager and will collaborate with internal teams as required.

A key component of the Contractor's role includes providing feedback on the processing of assessments and inform wise practices as the FNHPA builds the essential software and infrastructure that supports the secure and ethical stewardship and management of First Nations housing data.

SCOPE OF WORK

- Using Excel, conduct accurate and culturally appropriate comparative analyses of the assessment data across set administrative level managerial competencies and prepare Learning Pathway reports.
- Safeguard the confidentiality of FNHPA data, Assessment Tool participants, and adhere to FNHPA's data security protocols while upholding the First Nations principles of Ownership, Control, Access, and Possession (OCAP®).
- Document gaps and contribute to the development of the improved Learning Management System and Learning Pathway software.
- Create monthly visual summaries of progress through graphs, tables, and charts.
- Maintain comprehensive metadata and documentation to support data integrity and usability.

REQUIREMENTS

Education

- University degree in a discipline that emphasizes quantitative analytical methods, such as social sciences, humanities, epidemiology, public health, or statistics.
- A combination of relevant education and experience may also be considered.

Experience

- Minimum of three years of professional experience conducting quantitative and qualitative analysis.
- Demonstrated experience in data analysis related to First Nations.
- Experience working with large datasets, statistical research design, and quantitative analysis.
- Experience working directly with First Nation communities.

Skills & Abilities

- In depth knowledge of Excel.
- Proficiency in statistical and data visualization software.
- Strong analytical, problem-solving, and critical-thinking skills.
- Strong oral and written communication skills.
- Ability to synthesize and evaluate data and clearly communicate findings.
- Excellent organizational and time management skills.
- Ability to manage multiple projects and deadlines.
- Responsive, with reliable and tactical attributes.
- Commitment to cultural sensitivity.

Language Proficiency

- Proficiency in English is required.
- Fluency in a First Nation language or French is considered an asset.

Assets

- Experience setting up software is an asset.
- Lived experience as a First Nation person is considered an asset.

Working conditions

- Remote work.
- Perform all tasks in a culturally responsive manner, aligned with FNHPA's vision, mission, and objectives.
- Collaboration within the FNHPA.

To apply forward your resume and cover letter by email to mindy@fnhpa.ca

Persons of First Nation ancestry will be given preference (s. 16(1) CHRA). Applicants are asked to self identify in their cover letter.

Applications will be accepted until 09/15/25 at 4:30 p.m. EST.

Only successful candidates will be contacted.

Date: September, 2025   *First Nations Housing Professionals Association*