



Career Opportunity
Senior Analyst
(Full-Time Permanent)

Closing:
August 28th, 2025

Anticipated Start Date:
Immediate

Salary Range:
\$80,000 - \$90,000 Annually
(Based on Qualifications and Experience)

General Description:

Reporting to the Executive Director, the Senior Analyst (SA) identifies and leads efforts that improve the organization's capacity, effectiveness, and capabilities as well as projects identified by Sipekne'katik First Nation (SFN) Chief & Council and the Executive Team. This includes:

- (1) Guiding projects from concept to completion, including: scoping needs, conducting research, analysis, building business cases, securing funding, and steering cross-functional project teams. This also includes identifying and documenting departmental and cross-functional processes, conducting gap analysis, and identifying opportunities to meet or exceed the organization's strategic goals.
- (2) Delivering reports and conducting administrative tasks related to projects and initiatives. This includes writing briefings and funding proposals, writing and submitting progress reports, and developing project dashboards that keep leadership, funders, and the community informed.
- (3) Applies sound financial practices to projects and initiatives, as well as contributing to the budgeting process and financial oversight.
- (4) Support leaders within the organization develop workplans, processes, leadership skills, team management, accountability, and other continuous improvement efforts.

This job description outlines the general scope and level of work performed and is not intended to be a complete list of duties, responsibilities, or qualifications.

Key Responsibilities

1. Strategic Planning & Policy Development

- Conduct research and analysis to support strategic initiatives and program improvements.
- Draft policies, procedures, and guidelines that enhance service delivery in education, recreation, social services, health, and childcare.
- Monitor emerging trends, legislation, and funding opportunities relevant to community programs.
- Provide evidence-based recommendations to the Executive Director and Chief & Council.

2. Project Management

- Lead and coordinate special projects from initiation to completion, including planning, budgeting, implementation, and evaluation.
- Develop project charters, work plans, timelines, and performance metrics.
- Track progress, identify risks, and prepare regular project updates for leadership and stakeholders.
- Ensure projects meet quality, scope, and budget expectations.

3. Reporting & Data Analysis

- Prepare regular reports, briefing notes, and presentations for leadership and governance.
- Collect, interpret, and present data to evaluate program outcomes and identify areas for improvement.
- Develop performance indicators and monitor program effectiveness against established goals.

4. Funding & Resource Development

- Identify and research funding opportunities from federal, provincial, and non-governmental sources.
- Prepare and submit grant applications, proposals, and reports.
- Track funding requirements and ensure compliance with reporting obligations.

5. Stakeholder Engagement

- Foster strong relationships with internal departments, community members, and external partners.
- Facilitate consultations, focus groups, and community engagement activities to ensure programs meet local needs.
- Represent Sipekne'katik in regional, provincial, and national forums as required.

6. Administrative & Operational Support

- Support budget development and financial planning for community programs.
- Provide training and procedural guidance to managers and staff on reporting, funding applications, and project tracking.
- Assist with policy compliance, risk management, and continuous improvement initiatives.

Education & Experience:

- Bachelor's degree in Public Administration, Business, Social Sciences, or a related field (Master's degree considered an asset).
- Minimum 5 years of progressive experience in policy development, project management, or program administration, preferably in Indigenous government, public sector, or non-profit settings.
- Experience working in or with First Nations communities is highly desirable.

Knowledge, Skills, and Abilities:

- **Strategic Thinking:** Anticipates trends, assesses risks, and identifies opportunities to advance community priorities.
- **Research & Analytical Skills:** Strong ability to gather, interpret, and apply data to solve problems and inform decision-making.
- **Communication Excellence:** Exceptional written and verbal communication abilities, including report writing, presentations, and stakeholder engagement.
- **Project Management:** Proven ability to lead multiple initiatives simultaneously, meeting deadlines and quality standards.
- **Collaboration & Interpersonal Skills:** Works effectively with diverse stakeholders, building respectful and productive relationships.
- **Cultural Awareness:** Deep understanding of Indigenous governance, rights, and community priorities, with commitment to incorporating Mi'kmaq values and perspectives.
- **Results Orientation:** Focused on delivering high-quality, measurable outcomes on time and within budget.
- **Technical Proficiency:** Skilled in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and project management tools.

- **Adaptability:** Responds effectively to changing priorities, emerging issues, and evolving community needs.

Working Conditions:

- Normal work week is 35 hours; project dependent flexibility may be required
- Extended use of computer and sitting at a desk; high degree of concentration
- Deadline driven work environment
- Overtime may be expected or required beyond the regular 35-hour work week
- Travel within and outside of the community may be required

Benefits:

Starting salary is negotiable and based on qualifications. This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan.

Please submit a resume, cover letter that identify your community ties with Sipekne'katik or other Indigenous communities if applicable, and criminal record check to:

Human Resources Manager

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook 14, NS B0N 2H0

We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will be contacted