Position title:	Junior Data Analyst – Trainee Position
Type:	Full Time Term
Closing date:	May 19, 2024 (extended)

This competition is supported in part by the Federal Government's FNIYES program and is restricted to those who identify as First Nation or Inuit.

The Yukon First Nation Education Directorate (YFNED) is working to establish our own Data & Analytics Branch. We are seeking a dynamic, tech-savvy, inventive individual to join the team as a Junior Data Analyst Trainee. You will work alongside other team members in a supportive learning environment to learn about data management and analysis functions within the YFNED.

The ideal candidate will be confident with computers and have a solid understanding of mathematics (calculus is an asset). Basic knowledge of at least one programming language (R, Python, SQL, Matlab, C languages, Fortran, Swift, Java etc.) is desired.

Position requirements include:
- 18 to 29 years of age
- Must be First Nation or Inuit
- Must be unemployed or under-employed
- A pre-employment acceptable RCMP Security Clearance and vulnerable sector search for those 19 and older.
- Valid class 5 drivers license with acceptable driver's abstract is an asset.

You must self-identify if you are First Nation or Inuit in your application.

Salary: **$24.54 to $29.21 per hour, depending on experience**

Duration: **Full time, 1-year term; ideal start date is June 3, 2024**

For more information about this opportunity, please email hr@yfned.ca

For more information about our organization, this and other positions at YFNED, as well as how to apply please visit www.yfned.ca/jobs.

Applications are to be sent to Human Resources hr@yfned.ca

We thank all who apply and will be in contact only with those we wish to consider further.

Shäw níthän · Máhsin cho · Gunałchîsh · Gùnètchîsh · Sógá sénlá' · Mähsi' choo · Mähsi' cho · Tsin'jį choh

Position Title: Junior Data Analyst - Trainee
Department: Data & Policy Unit
Supervisor: Senior Data Specialist
Description Date: April 2024

Summary:

This is a training & development opportunity funded in part by the Federal Government.

The role involves learning and utilizing data analysis tools under the guidance of the Senior Data Specialist, actively participating in training sessions and professional development to increase skills in data management and analysis to contribute to the team's overall success.

The Junior Data Analyst Trainee will be responsible for supporting data management and analysis functions within the YFNED. Responsibilities include data entry, validation and maintenance of databases ensuring accuracy and completeness of information as well as contributing to related projects and assisting in generating basic reports and queries. Additionally, the incumbent will learn about and to adhere to data governance policies, assist in troubleshooting data-related issues and maintain documentation related to these processes.

Duties & Responsibilities:

1. Enter and update data in databases, spreadsheets and other data repositories. Verify and validate data to ensure accuracy and completeness.

2. Assist in cleaning and standardizing datasets by identifying and correcting errors, inconsistencies and missing information. Follow established data quality procedures.

3. Support Data Management Team in maintaining and updating databases. Perform routine database maintenance tasks such as indexing, backups and data archiving.

4. Retrieve data from databases and assist in generating basic reports of queries. Learn to use data analysis tools and techniques to support reporting needs.

5. Assist in basic data analysis tasks, such as running predefined queries, conducting statistical analyses, and generating visualizations under the guidance of the Senior Data Specialist.

6. Create and maintain documentation related to data processes, procedures, and quality standards. Ensure that data-related documentation is accurate and up to date.

7. Collaborate with cross-functional teams to understand data requirements and contribute to data-related discussions. Work closely with other team members to support data related projects.

8. Provide basic technical support related to data tools and systems. Assist users in troubleshooting common data-related issues and escalate more complex problems to senior positions on the Data Management Team.

9. Engage in training sessions to develop skills related to data management, data analysis, and data tools. Actively seek opportunities for learning and skill development.

10. Adhere to data governance policies and procedures. Follow established protocols for data handling, security and confidentiality.

11. Identify opportunities for process improvement with data management workflows, provide suggestions to enhance efficiency and data quality.

12. Support and educate other units in the usage of data systems and share information with teams, stakeholders, organizations and other partners through reports and presentations as required.

13. Other related duties and responsibilities.

Accountabilities:

- The position is accountable for the quality management of YFNED data management systems within their scope of responsibility
- Supporting the effective operations of data base and data systems and the delivery of information internally and externally
- Maintains clear, respectful and timely information to YFNED management and staff with respect to data systems
- Supporting the effectiveness of data collection in remote locations
- Provides accurate and open communication with staff, supervisor and contracted data systems experts.
- Adherence to approval processes as it relates to information sharing. High level of confidentiality required in the role due to the level of trust required of the position.

Working Conditions:

- Work generally occurs in a fast-paced office environment. There are frequent interruptions and changing priorities that are normal and to be expected.
- This position required discretion, the ability to think clearly, act calmly and work quickly while under pressure in order to produce quality work within varying deadlines
- Work may take place on the land in varying weather to gather data in remote communities and support YFNED staff in remote data collection.
- Regular travel within the Yukon and occasional out of territory travel is required
- Occasional overtime may be required with re-approval from the supervisor.

Qualifications:

- Unemployed or under employed; 18 to 29 years of age, must identify as First Nation or Inuit *Due to funding restrictions
- Solid competency in Windows and Mac operating systems.
- Basic knowledge of at least one computer programming or scripting language.
- Enjoys creating, tinkering and problem solving.

An awareness of educational, cultural and social issues affecting Indigenous children and youth in the Yukon is required for success.

An equivalent combination of education, inclusive of life experience and considerable experience in the areas identified above will equally be considered.

Competencies: In addition to the knowledge and experience required to perform the duties of the position, the following skills and abilities are required:

- Demonstrated ability to problem solve, to determine course of action and appropriate solutions.
- Strong attention to detail, time management skills, inventive, logical and organized.
- Ability to handle sensitive and complex situations with sound judgment, tact and discretion.
- Patience and humility are abilities and qualifications necessary.
- Demonstrated ability to work with sensitive information and to maintain confidentiality.
- Cross cultural awareness, sensitivity and understanding.
- Strong computer skills and proficient in the use of computer programs, databases and other applications (e.g., MS365, Word, Excel, Outlook) and web-based meeting platforms such as MS Teams, Zoom.
- The ability to work in a First Nations Language is an asset.

Additional Requirements: Acceptable pre-employment RCMP Security Clearance and vulnerable sector check for those 19 and older. Valid Class 5 drivers license with acceptable drivers abstract is an asset.

Signatures: The information contained above on this job description has been designated to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to the job. Job duties are subject to change based on organizational needs.

Incumbent: I have read the foregoing job description and understand it is a general description of the duties assigned to the position occupied by me.

Signature: _____

Date: _____

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Signature: _____

Date: _____

Executive Director: I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.

Signature: _____

Date: _____