



National Circle of Indigenous Agriculture and Food

Data and Research Analyst

The National Circle of Indigenous Agriculture and Food (NCIAF) is looking for someone who is curious, organized, and excited by technology to help us better understand, measure, and communicate the impact of our work across Canada. The NCIAF is activating a community of partners focused on reigniting the role of Indigenous Peoples in agriculture and food through knowledge sharing and supporting business creation, while honouring First Peoples, their lands, and Mother Earth. The NCIAF's work is guided by three strategic pillars:

- Advancing reconciliation and building bridges between Indigenous communities and agriculture and food industry stakeholders while creating a national vision for Indigenous agriculture;
- Supporting the development of Indigenous agriculture and food businesses; and
- Building Indigenous capacity for agriculture through awareness of opportunities, knowledge exchange, and education and skills development.

The NCIAF is an Indigenous-led, non-profit organization operating on core values of collaboration, communication, innovation, entrepreneurship, inclusivity, effective planning and execution, visionary thinking, and respect for Indigenous values, protocols, and ways of doing. Empathy is an important part of this, and the organization strives to be a leading voice in Indigenous agriculture while also expanding the conversation to a broader audience to ultimately advance Indigenous agriculture and create a sustainable future for Indigenous communities and the broader food system.

For more information on the NCIAF, please visit www.nciaf.ca

Key Responsibilities

- Lead the maintenance and optimization of the NCIAF's Power BI dashboards, data models, and reporting systems.
- Ensure data integrity through validation, quality assurance, and regular audits across all platforms.
- Manage data collection processes, including weekly submissions, Excel templates, and master datasets.
- Troubleshoot and resolve data and reporting issues to maintain system reliability.
- Produce accurate KPI tracking and key reports (e.g., Board and Partnership Impact Reports).
- Develop clear data visualizations and insights to communicate organizational impact.
- Support continuous improvement of data systems, workflows, and reporting practices.
- Provide staff training and guidance while ensuring compliance with OCAP® principles and audit readiness.

Skills and Qualifications

- Degree in data analytics, computer science, business, economics, statistics, or related field (preferred).
- Experience with Power BI or similar BI tools (data modeling, DAX, reporting).
- Advanced Excel skills and ability to manage and analyze structured, linked dataset.
- High attention to detail with strong accountability for data quality and accuracy.
- Experience with funding/grant research or knowledge of Canadian agriculture, non-profit, or Indigenous funding (asset).
- Strong written communication; able to translate data into clear insights for diverse audiences.
- Proactive, collaborative team player with strong follow-up and coordination skills.
- Able to manage multiple reporting cycles effectively.
- Interest in supporting Indigenous communities and willingness to learn OCAP® principles.

Location: Regina, SK
Salary: \$68,000 - \$73,000

If you believe you can make a strong contribution to the National Circle for Indigenous Agriculture and Food, please submit your resume in confidence to careers@nciaf.ca or call (306) 559-6098.