



Ontario Native Women's Association

Job Description

Specific Title:	Data Specialist	
Department:	Research and Evaluation	
Created on:	September 18, 2023	
Revised on:	March 23, 2026	Band: 5

VISION:

At the Ontario Native Women's Association (ONWA), we celebrate and honour the safety and healing of Indigenous Women and Girls as they take up their leadership roles in the family, community, provincially, nationally and internationally for generations to come.

ONWA MANDATE

The Ontario Native Women's Association (ONWA) is a 50+ year old not-for-profit organization that empowers and supports Indigenous women and their families in the province of Ontario. ONWA's mandate is to encourage and support the leadership and participation of Indigenous women in all aspects of their lives.

ONWA VALUES

ONWA is committed to using a human rights framework for our work. As our foundation, we use the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). This framework supports Indigenous women's individual and collective rights to have their own agencies, to be directly and meaningfully engaged on issues that directly impact them and the reclaiming of their leadership.



ONWA ORGANIZATIONAL STRUCTURE

At ONWA, we focus on each person's responsibilities are part of the whole. We come together in unity and work towards one vision. ONWA's Operating Model (below) places Indigenous women at the centre surrounded by our vision, principles, and mandate. Our operating model is reflective not only of our organizational structure but also reflective of the intersectionality of our work as an agency and focuses on everyone's responsibilities as leaders within the agency.

To learn more about ONWA's Organizational Structure: <https://www.onwa.ca/about>

ONWA's Strategic Picture guides all the work we do as an agency, our plan and goals were developed from listening to Indigenous women in community as our foundation for systemic change to meet our purpose as an agency. As an agency ONWA is working to implement and restore Indigenous systems and ways of being and knowing as our operating models.

SCOPE:

Reporting to the Associate Director of Research and Evaluation, The **Data Specialist** will provide overall support and assistance to ONWA's Research and Evaluation Portfolio. The Data Specialist is responsible for collecting, cleaning, analyzing, and visualizing data using indigenous methodology to provide actionable insights that drive informed decision-making practices to help ONWA achieve its mission of empowering Indigenous women and their communities. The Data Specialist will work closely with cross-functional teams to ensure data accuracy, quality, and accessibility, contributing to the overall success of ONWA. The **Data Specialist** will conduct environmental scans of data projects related to Missing and Murdered Indigenous Women and Girls (MMIWG) and develop preliminary draft outcomes and indicators for measuring Indigenous women's safety, while incorporating social and economic determinants. They will validate preliminary outcomes with other stakeholders, including IWAC and Indigenous Caucus, to conduct data collection and gap analyses, and lead data analysis efforts.

The **Data Specialist** will compile data regularly to create reports and make recommendations to aid decision-making processes. They will work with the engagement team to provide training and data summaries for internal stakeholders. This position offers a unique opportunity to leverage your data expertise to drive data-driven decision-making and support all the portfolios.

QUALIFICATIONS:

SKILLS:

- A Bachelor's degree in a related field with a focus on data analysis, statistics, informatics or a closely related discipline is considered an asset and a minimum of 3-5 years' work experience in the area of Social Science, Indigenous studies, Public Health Administration, Epidemiology, women studies or an equivalent combination of education and work experience.
- Proven working experience related to transcription and analysis software i.e. otter.it, NVivo, Survey Monkey, statistical software (SPSS, STATA) is an asset.

- Experience with data collection, management, cleaning and anonymizing data sets and practices to protect sensitive and confidential information.
- Ability to communicate, support and train internal and external stakeholders on an as needed basis.
- Ability to develop, validate and finalize performance measurement framework as needed.
- Demonstrated organizational, time management and presentation skills with the ability to follow through on assigned duties independently within strict deadlines.
- Excellent written and oral communications, with emphasis on keen listening and ability to effectively interpret verbal communications to meet the needs of prospective community members.
- Experience working with Indigenous Peoples, knowledge of Indigenous cultures and traditions.
- Understanding of the social determinants of health is an asset.
- Ability to speak an Indigenous Language is considered an asset.
- Valid 'G' license with 2-million-dollar insurance coverage.
- Cellular phone and internet access is required within this position.
- Must be dependable and accountable, able to follow instructions, respond to management direction and be able to improve performance through management feedback.

KNOWLEDGE:

- Strong knowledge of Indigenous methodologies and qualitative and quantitative research methodologies in relation to research and evaluation, performance measurement, including gap analysis and data governance with a focus on enhancing research outcomes and ensuring cultural relevance and sensitivity.
- Knowledge and understanding of current issues facing Indigenous Women and their families, including Indigenous Gender-Based violence and Missing and Murdered Indigenous Women and Girls (MMIWG).
- Knowledge of and experience working for Not-For-Profit Organizations.
- Knowledge of principles of Indigenous data sovereignty practices, OCAP© training is an asset.
- Knowledge of Indigenous Culture, Traditions, and Indigenous Community.'

ATTITUDES:

- Highly motivated, able to work independently and collaboratively, manage competing priorities, and meet strict deadlines.
- Must be willing and able to work within a flexible hybrid (remote/in-office) model based on operational needs and will be determined by ONWA.
- Willingness to travel as required.
- Current, valid vulnerable sector check.

VALUES:

- Passionate about advancing the rights and well-being of Indigenous women and communities.

- Role model the application of ONWA's foundational Indigenous teachings in a professional context, i.e. respect, effective work practices, commitment, integrity.

KEY CORE COMPETENCIES REQUIRED:

- **Culturally Informed** – Based on ONWA's bundles we honour all Indigenous cultures and way of being. As an agency we are guided by the 13 Grandmother moon teachings, Inuit Qaujimagatuqangit (IQ) principles, the 7 Sacred Teachings, 4 agreements and other teachings within our bundle.
- **Indigenous Gender-Based Analysis Informed** – Applying an intersectional lens, we realize that Indigenous women occupy multiple social identities and experience systemic racism and discrimination as they navigate many systems in their lives. All the work we do is working towards restoring Indigenous women's leadership and addressing systemic issues.
- **Indigenous Trauma Informed Practice** – Uses a trauma-informed approach that recognize that as an Indigenous women's agency the work we do focuses on the strength-based approach and incorporates restorative healing practices in all the work we do.
- **She is Wise Informed** – Recognizes that Indigenous women are the experts and guide our work. Indigenous women in leadership positions in the agency, our membership and in community provide foundational knowledge in all the work we do collectively.

RESPONSIBILITIES - SPECIFIC:

DATA MANAGEMENT AND PROJECT DELIVERABLES:

- Establish, document and maintain data protocols and standards, including culturally grounded approaches to collection, cleaning, anonymizing, storing and accessing data to protect sensitive and confidential information and uphold Indigenous data sovereignty and story sovereignty.
- Develop preliminary draft outcomes and outcome indicators to measure Indigenous women's safety, integrating social and economic determinants.
- Proficiency in data collection and management techniques, including data cleansing, data transformation, data integration, and data quality assessment.
- Provide insight into the challenges and opportunities faced by Indigenous Women and Girls using various data analytics methodology and relationship building.
- Design and implement comprehensive performance measurement tools and strategies using Indigenous methodologies and data governance techniques, ensuring alignment with ONWA's Strategic Plan and portfolio workplans.
- Interpret and translate raw quantitative and qualitative data into clear, accessible findings, visuals and recommendations tailored to different audiences, including leadership, program staff and community partners.

- Develop, provide and present technical reports, data summaries, training materials and interactive data products that enhance understanding and promote the use of data-driven and wise-practice decision making.
- Oversee and/or support the collection, cleaning and analysis of data by Research Assistants and other staff, guiding and directing their work to ensure consistency with ONWA's standards, Indigenous methodologies and data governance practices.
- Oversee the development of new databases, monitoring database performance and interpreting raw data.
- Complete data and research reports and assist in proposal writing, preparation of papers and artifacts for publication, and other knowledge products as required.
- Conduct gap analysis to identify discrepancies, inefficiencies, or areas for improvement by utilizing indigenous methodologies.
- Supporting the validation process to ensure the validity of data.
- Develop, validate, and finalize performance measurement frameworks while implementing planning strategies, to ensure the frameworks align with organizational goals.
- Assist the research team in developing and planning data gathering approaches for surveys and evaluations.
- Other duties as assigned.

RELATIONSHIP BUILDING AND ORGANIZATIONAL SUPPORTS:

- Collaborate with the IWAC, Indigenous Caucus, and other stakeholders to validate preliminary outcomes and indicators, while incorporating feedback to ensure alignment with community needs and development goals.
- Collaborate closely with other portfolios to create best data practices for information packages, research briefs, toolkits, research reports and knowledge products for both internal and external use.
- Assist the Research and Evaluation team in conducting research, community engagements, interviews, focus groups, and compile qualitative and quantitative data using Indigenous methodologies.
- Assist in the development of a research plan, including a comprehensive engagement plan to gather input from urban Indigenous organizations across Ontario.
- Train and mentor Research Assistants and support staff in understanding the data analysis process, including ethical and culturally grounded approaches to data collection, management, analysis and knowledge sharing.
- Collaborate closely with other portfolios to create and continuously improve best data practices for information packages, research briefs, toolkits, research reports and knowledge products for both internal and external use, ensuring alignment with ONWA's data governance framework.
- Monitors the progress of data collection activities and help with the coordination of projects between all portfolios.
- Facilitate and develop effective cross project collaboration strategies and plans to proactively address a range of opportunities, issues, and project challenges.

- Liaise as necessary with project stakeholders both within ONWA's internal and external partners.

ADMINISTRATIVE:

- Provide administrative support on an as needed basis.
- Always maintains confidentiality.
- Understanding of ONWA's Strategic Plan and Resolutions and awareness of ONWA's key reports.
- Complete monthly reports and submit them to the Manager and/or Director when required.
- Complete quarterly reports on or before the requested due date.
- Complete reports to funders as required.
- Complete and attend supervisions with Manager and/or Director on a regular basis.
- Other reports or admin as assigned.

Note: This job description is not designed to cover or contain a comprehensive listing of job duties. ONWA is a collaborative organization that relies on teamwork. Other job duties may be assigned as needed.

EXPECTED STANDARDS OF PERFORMANCE:

1. Adhere to the Policies and Procedures as set by the ONWA.
2. Representation on committees as required for the enhancement and benefits of ONWA's programs.
3. To network and promote ONWA and all ONWA related programs. Maintain good communication.
4. Always maintain professionalism.
5. The completion of functions outlined in the description and the achievement of goals set to a high level.
6. Attendance and conduct at work according to the requirements of the Association's Personnel Policy.
7. Adherence to the Code of Ethics, and positive relationship building.

AUTHORITY:

To execute duties and responsibilities outlined in the job description.

ACCOUNTABILITY:

The **Data Specialist** will be directly accountable to the **Associate Director of Research and Evaluation** for the proper completion of the functions outlined in the job description.

Employee Signature

Date