November 3, 2026

INDIGENOUS INTERESTS ANALYST

Location: Remote within Canada
Type: Full-time (37.5 hours per week)
Salary Expectations: $59,699 to $89,600, commensurate with experience

Position Overview

The Indigenous Interests Analyst supports Falkirk's Indigenous Interests and Community Wellbeing practice area through research, assessment, engagement, monitoring, and reporting activities across a variety of projects and sectors.

Working alongside senior practitioners and multidisciplinary project teams, the Analyst contributes to socio-economic and socio-cultural assessments, Indigenous engagement activities, technical reporting, and project delivery. The role is responsible for coordinating engagement activities, conducting research, preparing project documentation, and managing assigned tasks and deliverables.

The Analyst builds and applies technical knowledge, professional judgment, and relationship-building skills while supporting meaningful engagement with Indigenous Nations and communities. The position offers opportunities to further develop expertise in Indigenous interests, regulatory processes, community health and wellbeing, and human environment assessments.

About Falkirk

Falkirk is built for complexity, guiding clients through every stage of the project lifecycle. Whether through a single service line or a fully integrated advisory approach, we align technical, regulatory, political, and partnership systems to advance projects efficiently and without unnecessary delays.

Our team includes senior practitioners across environmental consulting, water and land stewardship, regulatory approvals and compliance strategy, Indigenous partnerships, government relations, and project realization, bringing the experience and alignment needed to move projects forward with confidence.

Duties and Responsibilities

Assessment, Research, and Reporting

- Conduct desktop research, literature reviews, data collection, and analysis to support socio-economic, socio-cultural, and community health and wellbeing assessments.
- Contribute to socio-economic baseline studies and environmental impact assessments, including drafting technical sections and supporting documentation.

- Research and assess potential project impacts on Indigenous interests, rights and title, land and resource use, community wellbeing, and socio-economic conditions.
- Conduct research, collect and analyze data, and draft technical report sections related to employment and economy, community wellbeing, land and resource use, Indigenous interests, and other socio-economic and socio-cultural topics.
- Support the development of impact management plans, including mitigation measures, benefit enhancement strategies, and monitoring programs.
- Apply Gender-based Analysis Plus (GBA Plus) principles to research, assessment, and reporting activities.
- Prepare technical memos, Information Request responses, reports, presentations, and plain-language communication materials.
- Conduct literature reviews and research related to Indigenous governance, UNDRIP, DRIPA, and applicable regulatory processes.

Indigenous Engagement and Relationship Support

- Plan, coordinate, and support the delivery of Indigenous engagement activities, including meetings, workshops, open houses, and community events, facilitating discussions where appropriate.
- Support engagement with Indigenous Nations on land use planning, traditional use, Indigenous interests, potential impacts to rights and title, socio-economic and socio-cultural matters, and community health and wellbeing.
- Prepare engagement materials, agendas, presentations, meeting records, and "What We Heard" summaries.
- Maintain engagement logs, records, commitments, and follow-up tracking using Borealis or other project management systems.
- Build relationships through respectful engagement with Indigenous Nations, Elders, Knowledge Keepers, and community leadership, demonstrating a commitment to ongoing cultural learning and Nation-specific protocols.
- Apply cultural humility and professionalism, respecting Nation-specific protocols, practices, and engagement preferences.
- Support the development of engagement plans, communication strategies, and reporting deliverables.

Indigenous Data and Documentation

- Coordinate and maintain consent forms, engagement records, and supporting documentation in accordance with project requirements and Nation-specific protocols.
- Apply Indigenous Data Sovereignty principles, including OCAP®, to the collection, management, use, and sharing of information, as applicable.
- Conduct QA/QC reviews of engagement documentation, reports, and supporting materials to ensure accuracy, completeness, and consistency.
- Maintain confidentiality, cultural sensitivity, and appropriate information management practices in all project documentation.

Project Delivery and Collaboration

- Coordinate and complete assigned project tasks and deliverables within established scopes, budgets, and timelines.
- Support project planning, scheduling, resource coordination, and tracking of project progress and commitments.
- Communicate project updates, emerging risks, and resource needs to project managers and practice area leadership.
- Participate in team meetings, project discussions, and multidisciplinary collaboration.
- Support the preparation of proposals, including research, technical input, scopes of work, and cost estimates.
- Collaborate with other Falkirk practice areas to support project requirements and organizational priorities.
- Use Falkirk's project management tools, systems, and processes to manage assigned work and track progress.
- Support business development initiatives, marketing activities, and external events as required.

Professional Development and Practice Area Support

- Develop technical knowledge and skills in Indigenous engagement, socio-economic assessment, regulatory processes, and technical reporting.
- Stay informed of developments in federal, provincial, territorial, and Indigenous regulatory frameworks, policies, and practices.
- Seek guidance, apply feedback, and take ownership of professional development and continuous learning.
- Contribute to knowledge sharing, process improvements, and the growth of Falkirk's Indigenous Interests and Community Wellbeing practice area.
- Support other project and practice area activities as required.

Qualifications

Education

- Bachelor's degree in Social Sciences, Economics, Indigenous Studies, Environmental Studies, or a related field preferred.
- Applicants with a high school diploma and some completed post-secondary coursework in related fields will also be considered.
- Experience or exposure to Indigenous engagement, community research, socio-economic assessment, or related work is an asset.
- Experience supporting research, technical reporting, engagement activities, or project coordination is an asset.

Technical Skills

- Developing technical writing and research skills, including the ability to prepare reports, summaries, and project documentation.
- Understanding of qualitative and quantitative research methods, data collection, and analysis.

- Familiarity with environmental assessment processes, including ESIAs, CEAs, EMPs, and related regulatory frameworks.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and standard document management systems.
- Familiarity with Canva, Miro, Borealis, or similar engagement, reporting, and collaboration tools is an asset.

Interpersonal and Professional Skills

- Strong interpersonal and cross-cultural communication skills, with the ability to build respectful relationships with Indigenous Nations, communities, and stakeholders.
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- Strong attention to detail, problem-solving abilities, and a solution-focused approach.
- Effective active listening, collaboration, and communication skills.
- Ability to work independently on assigned tasks while seeking guidance when appropriate.
- Ability to work effectively with internal and external teams in a remote work environment.
- Adaptable, proactive, and receptive to feedback and continuous learning.
- Demonstrates integrity, professionalism, cultural humility, and accountability.

Other Requirements

- Travel to remote communities and project sites, as required.
- Understanding of trauma-informed approaches and intergenerational trauma.
- Understanding of UNDRIP, DRIPA, FPIC, OCAP® and Indigenous rights frameworks is an asset.
- Utilization in this role will be 85%.

How to Apply

Submit your resume via email to the attention of Paula Salter, Practice Area Manager, Indigenous Interests and Community Wellbeing, to careers@falkirk.ca with “Indigenous Interests Analyst” in the subject line. We appreciate the interest of all applicants; however, only those selected for interviews will be contacted.

Falkirk is committed to economic reconciliation and to building a workforce that reflects the communities where we live and work. We warmly encourage First Nations, Inuit, and Métis people to apply. We recognize that Indigenous knowledge, community experience, and cultural perspectives are valuable skills, and we consider them alongside formal education and work history. Applicants are welcome to self-identify as Indigenous in their application. Self-identification is voluntary, confidential, and used only to support our Indigenous employment commitments.