NEW RELATIONSHIP TRUST
Empowering First Nations in British Columbia

SENIOR ASSOCIATE - PROGRAMS ANALYST, Clean Energy February 12, 2026

Posting closes March 5, 2026

About the Opportunity

The New Relationship Trust ("NRT") is seeking an individual that is passionate about everything related to data analysis, Indigenous inclusion, and climate action. The ideal candidate will be the collaborative champion in our clean energy team that supports the gathering, organizing, analyzing, and presenting of project baseline data, deliverables, statistics, and project outcomes associated with Clean Energy projects that NRT is supporting in First Nation communities.

The position requires a detailed oriented approach with a high level of efficiency and effectiveness to coordinate and execute multi-layered tasks related to program implementation, administration and reporting as well as coordinating the flow of information between the broad scope of internal and external partners.

You will collaborate within the team, with our strategic partners, and with First Nation communities to assist with building reports and presentations for internal and external stakeholders and for critical decision-making to leverage business, program, and partnership opportunities. You will support data collection and analysis related to energy efficiency and demand side management projects for program reporting purposes. Most of all, you will work with unwavering passion and commitment to present quality data that is concise, relevant, and understandable to targeted users.

At NRT, we want you to bring innovation and positive vibes to a cohesive team that recognizes every interaction needs to be an exceptional experience and you have an innate desire to build and maintain strong connections and relationships. This role will provide the right individual opportunities to grow their project management, technical, and functional skills beyond the role to accelerate their careers within a strong Indigenous team and organization. Fostering relationships is a key component of NRT's programming, and the successful applicant will have opportunities to develop meaningful relationships with communities and strategic partners across BC, both virtually, and in-person through community site visits.

The position offers a negotiable salary commensurate with experience and qualifications, likely in the range of $100,000 to $120,000, above market extended health benefits, 7% matching defined contribution pension plan, extra holiday days-off and flexible/hybrid working hours throughout the year.

NRT's main office is in North Vancouver and its satellite office is in Prince George, BC. The incumbent will have flexibility to work at either location, and must be based in B.C. The NRT is a not-for-profit corporation that is committed to be the leading funding hub of excellence for First Nations in BC by providing them tools and funding to develop initiatives that result in resilient and sustainable First Nation communities.

Core Duties and Responsibilities

- Develop and maintain data analysis processes for monitoring and evaluating clean energy programs and program outcomes and performance indicators.

- Undertake data collection, spreadsheet creation, and performance analysis on clean energy programs and funded projects under those programs.
- Conducting research and analysis on renewable energy related market trends and activities.
- Perform monitoring, tracking, and reporting on clean energy funded projects including energy efficiency and demand side management projects.
- Support the clean energy team with liaison activities between NRT and strategic partners including First Nation communities, federal and provincial ministries, Indigenous organizations, research institutes, and the private sector entities related to clean energy.
- Provide mentorship and project support function to successful funding recipients.
- Develop and manage contribution agreements and disburse payments.
- Receive, track, review for accuracy, and input all applicable information and deliverables of each funded client.
- Support the coordination, administration and delivery of clean energy programs including program guideline development, application form enhancement, and application intake and assessment processes.
- Be culturally astute with ability to empower Indigenous knowledge, values, and compassion in delivering programs, services, and communications.
- Support the development of high-quality briefing notes, reports, and power point presentations for internal and external stakeholders.
- Support management with financial and performance reports on the clean energy programs.

Skills, Experience, and Qualifications

- Bachelor's degree in a related discipline or an equivalent combination of training, education, and lived experience.
- Minimum of 3 years of progressive experience in data analysis and management preferably within the clean energy, utilities, sustainability, or related sector, including demonstrated ability to translate data into actionable information and insights for decision making.
- Proficiency level of experience in MS Office apps (Excel, Word, and PowerPoint).
- Experience using Salesforce, MS Dynamics or similar CRM software would be considered an asset.
- Knowledge and or experience, direct or indirect in clean energy strategies, technologies, or research, ideally associated with First Nations or Indigenous clients.
- Knowledge and or experience, direct or indirect, of energy efficiency and demand side management concepts, technologies and practices.
- Knowledge of Indigenous political, economic, governance, & social issues affecting clean energy.
- Experience in developing and tracking performance measures, data and performance measures.

- Ability to adapt to an evolving work environment and assume new responsibilities as required.
- Willing and able to travel to remote communities within B.C.

APPLY FOR THIS OPPORTUNITY

If you want a chance to shine, please email a convincing cover letter and resume (PDF or MS Word) in confidence to NRT Human Resources at **recruit@NRTF.ca**. Please include the job title in the subject line of the email. NRT may conduct a brief pre-screening conversation to gain further insight with certain candidates, but only short-listed candidates will be invited for a formal interview process either virtually or in person.