

# Job Description – Analyst

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## Position Type

Full Time, temporary position with a 35-hour work week

## Organization

SSRIA is a federally and provincially registered not-for-profit industry association whose mission is to accelerate the adoption of innovative solutions to reduce carbon in the built environment. Our collaborative approach and industry-led solutions demonstrate Canadian leadership and drive economic development.

Our membership reflects the wide range of professions covered in the Architecture, Engineering and Construction (AEC) industry and includes leaders in design and engineering, product and technology development, construction, and building management. The current membership includes nearly 60 organizations active in these areas with an even larger and wider range of interested stakeholders whom we work with in various capacities.

Since 2020, SSRIA has been delivering funding for projects that demonstrate low carbon solutions, support capacity building in the AEC industry, and build a vibrant network to enable industry leadership towards the decarbonization of buildings.

## Position Description

Reporting to the Executive Director and under the supervision of the Manager of Industry Relations, the Analyst will support SSRIA on projects to advance low-carbon and innovative construction solutions by collecting, organizing, and analyzing qualitative and quantitative data from municipalities, builders, and industry partners. This role will be key in developing insights that directly inform the Low-Carbon Building Approvals Guide and Resource Library, as well as other resources that build on decarbonization knowledge and awareness of the AEC industry. The Analyst will work with SSRIA's internal team and external project consultants to deliver high impact results.

## Key Responsibilities

- Compile and organize data from interviews, workshops, and surveys.
- Research and manage case study documentation and metadata for the Resource Library, including ensuring that data and case studies are properly structured, validated, and ready for publication.
- Analyze building permit timelines, challenges, and trends using collected data.
- Support other team members in preparing data summaries for inclusion in the Guide and Resource Library.

- Track key performance indicators (KPIs) and assist with reporting to funders.
- Coordinate with the communications team on data visualization and website integration.
- Maintain organized project documentation.

## Qualifications

- Diploma or degree in Business, Building Science, Economics, or a related field.
- Strong analytical and organizational skills with attention to detail and adherence to deadlines.
- Intermediate proficiency with Microsoft Excel and working knowledge of Power BI or similar tools for data visualization and analysis.
- Excellent written and verbal communication skills.
- Experience managing and interpreting datasets, working with qualitative research outputs, and reporting on results.
- Familiarity with construction, permitting, or environmental data is considered an asset.

## Term & Compensation

- Term: January 2026 – March 2027
- Compensation: \$58,000 - \$63,000/year

## Workplace Culture and Location

The position will preferentially be located in Calgary or Edmonton however candidates from other parts of Alberta will be considered for the right candidate. SSRIA is a virtual office however has access to office and meeting space in Stantec Tower in downtown Edmonton (NOTE: office space cannot be provided to candidates outside of Edmonton). Travel within Alberta may be required to attend meetings and events.

SSRIA is an equal opportunity employer and strives to be a showcase of diversity, equity, and inclusion for the AEC industry. We encourage applications from candidates who are underrepresented in the AEC industry including women, indigenous peoples, and visible minorities. Please email [pam@ssria.ca](mailto:pam@ssria.ca) if we can better accommodate you through the recruitment process.

## How To Apply

Please submit cover letters and resumes to [info@ssria.ca](mailto:info@ssria.ca). Applications will remain open until a suitable candidate is found. Questions can also be submitted via email.