



## ***Job Description: Project Analyst***

**Hours:** 20-40 hours per week (depending on project)

**Pay Scale:** \$25-\$35 / hour (depending on experience) or fixed fee by project / initiative

**Location:** Hybrid (Remote with some onsite requirements; BC- or Alberta-based preferred)

### **Who are we?**

Toa Consulting is a boutique firm based between Vancouver and Victoria, working at the intersection of sport, tourism, and community development. Toa Consulting is a trusted partner and advisor for clients across Canada, particularly in the areas of governance, strategy, and operational effectiveness. We bring the rigour of a top-tier consulting firm (previously with Deloitte), with hands-on experience as athletes, coaches, volunteers, board members, policy makers, and administrators in the sectors we serve.

Our team is small by design. You will work directly with passionate and experienced practitioners who understand the sector—from destination development through safe sport.

### **Imagining what's possible. Building what matters.**

Our purpose as an organization is to be catalysts for positive change and sustainable community impact, while respecting the rights and freedoms of Indigenous peoples. We serve clients throughout British Columbia, Canada and around the world. Our typical clients are provincial and national sport organizations, industry associations, municipalities, destination management organizations, not-for-profits in sport, tourism and recreation, sport event rights holders, and Indigenous sport and tourism organizations.

### **The Role of Project Analyst**

Toa Consulting seeks a Project Analyst to join our “small, but mighty” team. Our Project Analysts play a central role in how we deliver our work. This is not a traditional “junior support” position—Project Analysts are actively involved in shaping insights, advancing projects, and helping bring clarity to complex challenges. Some activities you might be involved in include:

- Conduct research and document review to support projects across sport, tourism, and community development
- Synthesize findings from interviews, surveys, and background materials into clear themes and insights
- Support the development of reports, presentations, and client-ready materials
- Assist in planning and coordinating engagement processes (e.g., interviews, workshops, surveys)
- Prepare meeting materials, capture notes, and summarize key takeaways
- Track project tasks, timelines, and deliverables to support overall project flow
- Contribute to internal discussions and help move work forward across multiple files

In addition, you will support the Managing Director (and other team members as needed) with day-to-day coordination and workflow management, including:

- Preparing materials, briefings, and summaries in advance of meetings and presentations
- Coordinating schedules, meetings, and follow-ups with clients and partners
- Helping track priorities across multiple projects and ensuring key items don't fall through the cracks
- Drafting and formatting proposals, invoices, and other business documents
- Supporting general organization of files, templates, and internal systems



- Acting as a “second set of eyes” on key materials to ensure quality and consistency

### **What are we looking for in a candidate?**

We are looking for someone who is thoughtful, reliable, and curious—someone who can take initiative, work through ambiguity, and contribute meaningfully to a small, high-performing team. We are less focused on years of experience, and more focused on how you think, how you work, and how you engage.

More specifically, you are someone who:

- Can take complex or unstructured information and turn it into something clear and useful
- Writes in a way that is concise, structured, and easy to follow (without AI)
- Is comfortable working with a high degree of ambiguity and figuring things out as you go
- Takes ownership of your work and follows through on details
- Asks thoughtful questions and contributes to team discussions
- Is organized and dependable—you keep things on track without needing to be chased
- Brings a positive, grounded, and low-ego approach to working with others
- Has had unique life experiences that contribute positively and distinctively to our team
- Is comfortable working in an environment where no two days are the same

If you have a good combination of the following, you could be a good fit for our team:

- A passion for learning
- Excellent research skills
- Experience in managing multiple priorities, administrative coordination, and logistics
- Well-organized, detail-oriented, with ability to multi-task
- Strong storytelling skills or content development experience (written, artistic, video)
- Proficiency of AI tools
- Ability to follow instructions and pay attention to details under extreme time pressure
- Proficient in Microsoft Office (including SharePoint)
- Proficient in Canva
- Love for travel and tourism, sports, culture and/or the arts
- Commitment and passion for a cause (e.g., Indigenous participation in sport)
- Strong English language writing skills

If this sounds like a fit for you, please apply!

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### **Application Instructions**

Please submit a 1- to 2-page résumé along with a 1-page cover letter to [jnovak@advantagetoa.com](mailto:jnovak@advantagetoa.com) with the subject line Project Analyst Application: <Your Name> before 11:59pm PST on Friday, May 1<sup>st</sup>, 2026.

To help us understand how you think and communicate, please also ensure your cover letter:

- Is 200–250 words in length
- Includes one sentence that is exactly 10–12 words long
- Avoids using the words “passionate” or “impact”

We are looking for thoughtful, original applications (aka. Not AI) that reflect your writing skills, attention to detail and care in how work is presented.