

**Job Title:** Artificial Intelligence (AI) Analyst

**Organization:** National Association of Japanese Canadians

**Location:** Remote across Canada

**Reports To:** Executive Director

**Job Type:** Temporary full-time (37.5 hours/week)

**Wage:** \$17/hour

**Start Date:** Immediate

### **Organization Overview:**

The National Association of Japanese Canadians is a not-for-profit Japanese Canadian organization with a vision to foster a strong, unified community founded on diversity and committed to human rights for all, for the enrichment of Canada.

Its mission is to promote and develop a strong Japanese Canadian identity and thereby to strengthen local communities and the national organization and to strive for equal rights and liberties for all persons – in particular, the rights of racial and ethnic minorities.

### **Job Description**

The role of the Artificial Intelligence Analyst will be to investigate various artificial intelligence (AI) applications, tools, and add-ins and identify the best tools that will increase the efficiency and capacity of the NAJC and its member organizations. The successful candidate will also develop clear, concise training and how-to guides for NAJC staff, member organizations, and task force committees.

- **Training:** Develop online training sessions and materials to show our member organizations how artificial intelligence can be deployed.
- **Data Analysis and Preprocessing:** Collect, clean, and preprocess large volumes of structured and unstructured data to ensure that it is ready for use in AI applications.
- **Collaboration with Stakeholders:** Work closely with organizational staff, board members and committee chairs to understand challenges and propose AI solutions that meet their requirements.
- **Performance Monitoring:** Continuously monitor the performance of deployed AI applications and tools and make adjustments to optimize efficiency and effectiveness.

- **Research and Innovation:** Stay updated on the latest trends, research, and advancements in AI and machine learning to ensure the organization is utilizing the most effective and cutting-edge technologies.
- **Documentation and Reporting:** Document the design, implementation, and performance of AI systems, and present findings and results in a clear, concise, and actionable manner.
- **Training and Support:** Provide guidance and support to other team members and departments in understanding and implementing AI-driven tools and solutions.

### **Qualifications & Skills**

- Familiarity with AI and related technologies
- Proficient in standard softwares and programs: Microsoft Office Suite, SharePoint, Google Suite, Zoom, etc
- Strong written and verbal communication skills
- Strong problem-solving and troubleshooting skills
- Ability to multitask and manage deadlines
- Sensitivity to the cultural aspects and values of the Japanese Canadian community
- Ability to work independently and as part of a team
- Commitment to maintaining confidentiality and integrity of organization records and sensitive information
- Committed to the responsible and ethical use of AI
- Previous experience with cultural-based nonprofits or community organizations considered an asset

### **Requirements:**

- Must meet [eligibility requirements of the Canada Summer Jobs Program](#)
- Fluent in English

### **The position offers:**

- Support for skills development
- Career-related training
- Access to learning materials

To apply, please send a resume and cover letter detailing your experience, skills, and qualifications to [admin@najc.ca](mailto:admin@najc.ca) by Monday, July 14, 2025.

Priority will be given to applicants with ties to the Japanese Canadian community, though we encourage applicants belonging to other marginalized or under-represented groups to self-declare in their application.