



Information Management Student

Location:	Remote work from anywhere in Canada (with reliable internet)
Term:	600 hours minimum within September 2020 to February 28, 2021
Hours of Work:	Full-time or part-time
Language Requirement:	English, and proficiency in a First Nations' language or French is an asset
Who can apply:	Undergraduate or Graduate level students in social sciences, computer science, education, business or a similar program. First Nations students (aged 15 to 30 inclusive) returning to post-secondary education only.

About FNIGC

The First Nations Information Governance Centre (FNIGC) is a non-profit organization whose Vision is that every First Nation will achieve data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance and management at the community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to the First Nations Regional Health Survey (FNRHS), the First Nations Regional Early Childhood, Education, and Employment Survey (FNREEES), and the First Nations Labour and Employment Development (FNLED) survey.

About the job

- Engage internal stakeholders to improve organizational Information Management practices
- Provide input to improve Information Management policies and practices
- Assist with the preparation of reports and presentations on Information Management activities
- Provide support to the team as required

The ideal candidate will bring the following:

- Strong written and verbal communication skills
- Ability to use Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Ability to work independently and in a team environment
- Though not mandatory, previous experience and knowledge of Information Management policies and practices would be ideal
- An understanding of First Nations paths to self-determination as well as an understanding of First Nations health, social and information management issues will be considered an asset

How to apply

Please send your résumé and cover letter telling us why you think you'd be a great addition the FNIGC team to recruitment@fnigc.ca by September 4, 2020 (or until position is filled). Please use "Information Management Student Opportunity" in the subject line of your e-mail.

FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.