



Information Management/Information Technology Student

Location:	Remote work from anywhere in Canada (with reliable internet)
Term:	May-August 2022 at full-time hours, plus September 2022-February 2023 at 10 hours/week, if desired
Language Requirement:	English. Proficiency in a First Nations' language or French is an asset
Who can apply:	Post-secondary level students in social sciences, computer science, education, business or a similar program. <u>First Nations students (aged 15 to 30 inclusive) returning to post-secondary education only.</u>

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 several national surveys.

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
- Assist with the administration of the Information Management portal and libraries as required
- Assist with the administration of user accounts and groups to support the IM environment
- 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)
- Though not mandatory, previous experience and knowledge of Microsoft products such as SharePoint, OneDrive, Power BI would be ideal
- Ability to work independently and in a team environment
- 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 to the FNIGC team to recruitment@fnigc.ca by May 23, 2022 (or until position is filled). Please use "IM-IT 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.