



## **EMPLOYMENT OPPORTUNITY**

### **EDUCATION OFFICER**

**Full-time, 1 year term position (with possible extension)  
(Ottawa or open to remote work within Canada)  
Deadline for applications: Aug 12, 2022 (or until filled)**

#### **About FNIGC**

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

FNIGC supports the development of information governance at the First Nations 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.

FNIGC believes that quality information collected by First Nations for First Nations can influence knowledge-based decision-making and inspire policy and programs that contribute to the health and well-being of First Nations people in Canada.

The successful candidate will be eligible for flexible work hours, remote work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

#### **About the Role**

The Education Officer will work closely with the Senior Manager, Education and Training in supporting First Nations' capacity in OCAP®, information governance, and research management as an important pathway to First Nations data sovereignty. A major component of this work is the assessment, evaluation, design and provision of high-quality education and training in OCAP® and information governance for First Nations and their chosen partners in research and data management.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

##### **Program Development, Design & Delivery**

- a) Gather information about training programs/curriculum and learners, such as preferred learning environment and existing knowledge and skills, and identify improvements and opportunities

- b) Apply Adult Learning principles to assess learning needs and determine appropriate training deliverables
- c) Develop training programs and knowledge-based resources for in-person and online training as well as reference materials to complement training
- d) Collaborate with subject matter experts to gather information and validate content
- e) Plan, manage and implement training delivery, educational partnership initiatives and academic relations
- f) Create and manage workplans using established processes to meet deadlines
- g) Facilitate OCAP® workshops and presentations.

### **Evaluation & Quality Improvement**

- a) Support the development of an evaluation framework for FNIGC education and training activities
- b) Assess, analyze, and update education and training curriculums
- c) Provide advice regarding emerging trends, updated standards and best practices for the development and delivery of training programs/curriculum
- d) Update and develop, as required, policies and procedures for training development activities
- e) Support the development and delivery of internal training programs, as required.

### **Contribution to Education and Training Unit and FNIGC**

- a) Contribute to department strategic and work plans, providing updates and reports as required
- b) Identify resources needed and participate in evaluating new methods for delivering training.
- c) Contribute to FNIGC's First Nations rightsholder and community relations
- d) Participate in strategic networking with knowledge holders and institutional resources in the government, education, and other sectors for the advancement and development of OCAP® on behalf of First Nations.

### **Job Requirements**

1. Possess a strong work ethic and the skills to take initiative, and see work through
2. Excellent organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines
3. Ability to analyze situations and make appropriate decisions without immediate supervision
4. Superior verbal and written communication and facilitation skills to effectively reach and influence diverse groups of people
5. An exceptional ability to think creatively to identify and resolve problems while paying strict attention to accuracy in all deliverables
6. Strong customer service approach, along with the ability to build and maintain strong relationships both internally and externally.
7. Professional, personable, results driven and dedicated team player.
8. Knowledge of the Microsoft Office suite including SharePoint, Word, Excel, PowerPoint, and Outlook.
9. Strong background in the methods of adult learning, content development and delivery across various platforms
10. Ability to work independently as well as in team environment
11. Bilingualism is an asset
12. First Nations lived experience is an asset

### **Education and Experience**

1. A minimum of 5 years of adult education work or related experience.

2. Post-secondary degree or diploma in a related field. A certificate in adult education is considered an asset. An equivalent combination of education and relevant work experience will be considered.
3. Recent experience in developing and delivering targeted online and in-person learning programs, preferably around governance and data sovereignty or within the non-profit sector
4. Solid understanding of the principles of adult education and measuring learning outcomes
5. Demonstrated ability to successfully create engaging and customized content for a wide-range of audiences
6. Experience working with First Nations and with non-profit organizations

### **Application Information**

We invite qualified candidates to send their résumé and cover letter telling us why you think you'd be a great addition to the FNIGC team to [recruitment@fnigc.ca](mailto:recruitment@fnigc.ca) by August 12, 2022, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. 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.