



EMPLOYMENT OPPORTUNITY

Program Officer, Education and Student Bursary Internal and External Competition

Full-time, Permanent Position

Ottawa or Akwesasne Office or Remote (Canada)

Deadline for applications: August 25, 2023 (or until filled)

About FNIGC

The First Nations Information Governance Centre (FNIGC) is an independent, apolitical, and technical 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.

FNIGC is responsible for a wide range of work. In collaboration with our regional partners, FNIGC supports First Nations communities by contributing directly to building data and statistical capacities at national, regional, and community levels, including the provision of credible and relevant information on First Nations and the development of First Nations-led infrastructure. FNIGC stewards data collected through national surveys, conducts research and analysis on the rapidly changing data landscape, engages in knowledge translation and dissemination activities, offers education and training, and promotes the advancement of the First Nations principles of OCAP®.

Critically, FNIGC and our regional partners follow established protocols, policies, and procedures that are guided by a holistic cultural framework. Ultimately, FNIGC is a tool that rights-holding First Nations can use, via our governance, to assert sovereignty over their data and information.

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

About the Role

The Education and Student Bursary (SB) 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. The primary focus of this role is presentation and communication; of workshops and presentations on the First Nations Principles of OCAP, and to raise awareness of our Student Bursary program among First Nations students and post-secondary institutions.

Duties & Responsibilities

A. Program Delivery and Development

1. Facilitate OCAP® workshops and presentations.
2. Plan, manage and implement the FNIGC Student Bursary Program, educational partnership initiatives, and relations with post-secondary and First Nation education institutions.
3. Assist in the development and delivery of new training initiatives.
4. Create and manage workplans using established processes to meet deadlines, providing updates and reports as required.
5. Contribute to department operational and administrative plans.

B. Program Promotion and External Relations

1. Develop a strategy to expand the profile of the FNIGC Student Bursary to increase post-secondary student applications.
2. Identify a funding source(s) and award projections for FNIGC Student Bursary Program.
3. Identify resources needed and participate in evaluating new methods for delivering training, including dialogue with students to determine best practices.
4. Explore partnership opportunities.
5. Contribute to FNIGC's First Nations rightsholder and community relations.
6. Participate in strategic networking with knowledge holders and institutional resources in government, education, and other sectors for the advancement and development of OCAP® on behalf of First Nations.

C. Evaluation & Quality Improvement

1. Support the development of an evaluation framework for FNIGC education and training activities.
2. Assess, analyze, and update FNIGC education and training curriculums.
3. Provide advice regarding emerging trends, updated standards and best practices for the development and delivery of training programs/curriculum.
4. Support the development and delivery of internal training programs, as required.

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 a team environment.
11. Bilingualism is an asset.
12. First Nations lived experience is an asset.

Experience, Education & Professional Designation

1. A minimum of 5 years of work in an education environment or related experience.
2. Post-secondary degree or diploma in a related field. An equivalent combination of education and relevant work experience will be considered.

3. Recent experience in communicating with post-secondary students or developing information products about opportunities, programs, or funding initiatives virtually and in-person. Demonstrated ability to successfully create engaging and customized content for a wide range of audiences.
4. 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 by August 25, 2023, 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.

To learn more about other FNIGC career opportunities please visit www.fnigc.ca