



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

2024 Summer Employment Opportunities

Full-time, Term positions (May – August 2024)

Remote work from anywhere in Canada

Deadline for applications: March 31, 2024 (or until filled)

Who can Apply:

First Nations students (aged 15 to 30 inclusive) returning to post-secondary education only. Post-secondary level students in social sciences, computer science, education, business administration, research, or a similar program.

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. In addition to conducting many different surveys, FNIGC is responsible for a wide range of other work. We oversee data collection on First Nations reserves and in northern communities, conduct research, engage in knowledge translation and dissemination activities, offer education and training, and promote the advancement of the First Nations principles of OCAP®.

Duties & Responsibilities

FNIGC is seeking motivated individuals for summer student employment in various entry-level positions as follows:

1) IM Student

- Assesses and digitizes records of business value.
- Engages internal stakeholders to improve organizational Information Management practices.
- Contributes to the creation of Information Management awareness materials and presentations.
- Provides input to Information Management guidelines and procedures.
- Assists with the administration of the Information Management portal and libraries as required.
- Assists with the administration of user accounts and groups to support the Information Management environment.
- Provides support to the team as required.
- Perform other duties as assigned.

2) IT Student

- Engages internal stakeholders to improve organizational Information Technology practices.
- Provides input to Information Technology and Information Security policies and practices.
- Assists with the preparation of reports and presentations on Information Technology activities.
- Assists with the cataloguing of FNIGC digital assets.
- Assists with enterprise-wide software deployment projects.
- Assists with the setup and configuration of new employee hardware and software.
- Works with the team to provide basic IT support for FNIGC employees.
- Provides support to the team as required.

3) Education & Training - Program Assistant

- Perform general office work including duties such as recording notes, minutes, procedures as required.
- Organize and maintains the department files, records and database in SharePoint.
- Organizes meeting arrangements by preparing mail-outs, call packages, assembling information kits, photocopying and collating information.
- Arranges conference, event and boardroom spaces for meetings as needed.
- Assist with the reorganization of the Education & Training SharePoint database
 - Working closely with IM in this process
- Assist the Senior Manager with preparing, developing, and formatting the Fundamentals of OCAP® Course Manual
- Managing and maintaining Education & Training's Communications materials,
 - Including keeping stock of the in-house supply of brochures, booklets and materials ensuring that there are enough for upcoming E&T events.
 - Assist with the creation of new communications materials, resources, and packages.
- Assist Education & Training with triage of emails, improvement of processes and the implementation of FreshService.
- Corresponds with other departments as required.
- Participates in project activities as required.
- Perform other administrative duties as required.

Education & Experience

The ideal candidates will possess the following:

- 1-2 years relevant experience or equivalent combination of education and experience.
- Strong organizational and coordination skills, including demonstrated sound judgement, tact, initiative, and flexibility.
- Ability to work independently & expeditiously, working under tight timeframes and competing priorities.
- Strong written and verbal communication skills
- English is the working language although the ability to communicate effectively in French or any Indigenous language would also be an asset.
- Ability to use Microsoft Office (Word, Excel, Outlook, and PowerPoint)

Interviews will be held via Microsoft Teams. While we appreciate all applications, only those candidates short-listed for an interview will be contacted. FNIGC may cancel, postpone, or revise employment opportunities at any time.

How to apply

Please send your résumé and cover letter (self-identifying as a First Nations student) to recruitment@fnigc.ca by **March 31, 2024** (or until the position is filled). Please use "2024 Summer Student" in the subject line of your e-mail.

FNIGC is committed to accommodating people with disabilities. If you require 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