



## EMPLOYMENT OPPORTUNITY

### Knowledge Engagement Officer Internal and External Competition

**Full-time, 2-year term (possibility of extension))**  
**Hybrid (Ottawa or Akwesasne Office) or Full-time Remote in Canada**  
**Deadline for applications: August 26, 2024 (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.

**The Data Sovereignty Research Collaborative (DSRC)** is a new collaborative within FNIGC where we work with our colleagues in Surveys, Education and Training, the First Nations Data Centre, and the National Data Champions team that is coordinating the phased development of First Nations-led data infrastructure. But we also work with First Nations and other education and research institutes, with not-for-profits and communities of practice, and a range of knowledge keepers from many backgrounds in Turtle Island and abroad.

The DSRC is a place for creative inquiry and applied research in First Nations information governance and data sovereignty, including the community-led development of tools and standards for asserting and respecting the First Nations principles of OCAP®. We start with data and information in different forms, data and information systems and practices, and data and information worldviews, protocols, science, and theory. We bring awareness of law, practice, community, and meaning to our collaborative practice.

We work in several complementary *modes* – e.g., tool development, exploratory research, listening and education; we work in multiple *domains* – e.g., First Nations services and governments, post-secondary research, global Indigenous collaboration; and we bring different *literacies* to our work – e.g., archival, library, and information sciences, First Nations language and knowledge sharing protocols, ‘big data’ and ‘AI’, and collaborative inquiry design. Our work respects that First Nations data is sacred to First Nations, and each has the right to own and govern their collective data and knowledge gifts as self-determined, self-governing First Nations. A key aspect of the DSRC is working with other First Nations and allied research, education, and analysis bodies and ensuring that First Nations students, thought leaders, and early career data workers carry these critical perspectives into their relations and places of influence.

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

## **About the Role**

Reporting directly to the Research Lead of the new FNIGC Data Sovereignty Research Collaborative (DSRC), the Knowledge Engagement Officer works closely with colleagues to put research into action and create compelling texts, graphics, publications, and digital creations that are relevant, accessible, inspiring, and of real-world use to FNIGC's audiences. The incumbent will utilize digital and online media as a primary creation space, in addition to the principles and practices of print media. Experience with audio and video is an asset, as is the understanding of First Nations knowledge transmission and meaning-making through art and material craft. The Knowledge Engagement Officer collaborates, as directed, with other teams and FNIGC's external partners and stakeholders to identify Knowledge Translation opportunities and develops plans to realize these priorities. The Knowledge Engagement Officer also plays a key role in receiving and responding to inquiries on the topic of data sovereignty, information governance, and OCAP®, as part of an experienced team. While this position is closely aligned with what is often called Knowledge Translation, it's exceptional in two ways: (i) our subject area *is* First Nations knowledge, data, and information, and (ii) our work includes lots of interaction in different formats with First Nations and other community members and subject matter experts.

The Knowledge Engagement Officer will contribute to adherence to research/project protocols, operating procedures, and all associated internal and external processes. A key aspect of this role is to promote the advancement of First Nations data sovereignty and information governance in keeping with the principles of OCAP® while implementing wise practices and protocols in a variety of priority subject areas at FNIGC.

## **Duties & Responsibilities**

### **A. Knowledge Translation**

1. Devises, creates, writes, edits, and disseminates Knowledge Translation products that are relevant, accessible, and of use to FNIGC's audiences.
2. Supports internal teams and, where appropriate, external stakeholders and partners in the development of Knowledge Translation products such as infographics, fact sheets, toolkits, social media content, webinars, videos, and more.
3. Supports First Nations partners and communities with storytelling through our research and collaborations.
4. Assists with the advancement and promotion of FNIGC's Knowledge Translation work through a variety of channels, such as social media, web content, media relations, public events, promotional material, and videos.
5. Assists with the management and publication of Knowledge Translation products, which includes assisting with content on FNIGC.ca.
6. Works with the Communications team and others to ensure that research, information, evidence, stories, and Knowledge Translation products are collected and shared responsibly and according to the First Nations Principles of OCAP®, and that FNIGC's Knowledge Translation products align with and adhere to our English Language Style Guide and Brand Guide.

### **B. Creative Data and Community Engagement**

1. Acts as point of contact and works with colleagues in receiving and organizing responses to First Nations and other public inquiries about data sovereignty, OCAP®, and information governance.
2. Works with the Senior Coordinator, Program Officer and others in maintaining detailed records of inquiries and responses, in support of effective evaluation and improvement in our Knowledge Exchange work.
3. Brings specific expertise to Knowledge Exchange tools and facilitated events and gatherings that connects different knowledge systems and technological traditions and practices (e.g., digital representations, UX, participatory tech, First Peoples design and art, etc.).
4. Designs and, with support, implements multi-media and interactive forms of Knowledge Exchange that raise up Indigenous data sovereignty and excellence.

### **C. Planning and Coordination**

1. Works with Communications and other internal teams and, as directed, external partners to raise awareness of existing program-related Knowledge Translation products and Knowledge Exchange activities and the plan for delivering these.
2. Works with Communications and other internal teams to develop relevant Knowledge Translation and Exchange processes and protocols (i.e., protocol for engagement with FNIGC's regional partners, internal Knowledge Translation protocols).
3. Leads the development of processes for identifying, collecting, managing, and synthesizing relevant research, information, evidence, and stories that support development of Knowledge Translation products and Knowledge Exchange activities at FNIGC.
4. Engages with outside consultants as necessary.
5. Assists with community engagement and community outreach efforts, including participation in events and meetings with FNIGC's partners and stakeholders.

### **Job Requirements**

1. Understanding of the principles of Knowledge Translation, and Knowledge Translation in a First Nations context.
2. Familiarity with the concept of First Nations Data Sovereignty and the First Nations Principles of OCAP®.
3. Experience creating and disseminating Knowledge Translation products that make knowledge accessible and of use to multiple partners and audiences.
4. Incisive understanding of the technological, cultural, social, and political nature of data in contemporary life and ways of organizing key activities.
5. Familiarity or experience working with or studying data and/or digital systems, science, governance, or theory.
6. Demonstrated experience with data visualization, graphic design, and editing tools and programs, including the Adobe Creative Suite.
7. Knowledge of audio and video techniques is an asset, as is the understanding of First Nations knowledge transmission and meaning-making through art and material craft.
8. Advanced knowledge of Microsoft Office suite including Word, Excel, PowerPoint, Outlook and the Internet. Sharepoint is considered an asset.
9. Excellent communication skills, including writing, editing, and proof-reading.
10. Excellent listening, facilitating, and interpersonal communications skills.
11. Ability to creatively problem-solve issues as they arise and work collaboratively as a team.
12. Passion for creating data-driven products that tell a compelling story for FNIGC's key First Nations audiences.
13. Excellent organizational skills, including the ability to manage competing priorities, responsibilities, and deadlines.
14. Strong analytical skills and the ability to understand, process, and distill research and data on a variety of topics and communicate it to FNIGC's audiences in plain language.
15. Ability to build and maintain strong relationships, internally across FNIGC's team units, and with our external partners.
16. An understanding of First Nations traditions of knowledge creation (storytelling, experiential learning, written, and other texts).
17. Experience working with First Nation organizations and communities and possessing an understanding of issues facing First Nations locally, regionally, and nationally.
18. Excellent written and spoken skills in English are required; although the ability to communicate effectively in any Indigenous language or French would also be an asset.
19. First Nations lived experience is an asset.

### **Education and Experience**

1. A Master's degree in Design, Communications, Journalism, or other related field is preferred, but a Bachelor's degree or college diploma combined with professional experience will be considered.

2. A minimum of 3 to 5 years of related experience or an equivalent combination of education and experience.
3. Demonstrated communications experience including writing, editing, digital media, and print production.
4. Demonstrated experience interpreting and synthesizing research for a variety of audiences.
5. Experience creating Knowledge Translation plans that identify necessary resources and actions to make research accessible and useful to targeted audiences.
6. Experience working with First Nations and an understanding of First Nations health, social, information management, and data sovereignty issues will be considered an asset.

### **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 26, 2024, 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. We will work with you if you require accommodation 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](http://www.fnigc.ca)