



EMPLOYMENT OPPORTUNITY

Program 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: July 22, 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 to the Senior Coordinator, Research Programs, the Program Officer participates as an active member of the Data Sovereignty Research Collaborative by coordinating and maintaining contracts and contribution agreements, coordinating various departmental processes, scheduling and organizing various meetings, preparing internal meeting minutes, weekly reports on program status and document control, as well supporting the development and/or review of various research or partner and community engagement products. This position assists in all aspects of program planning and program management of the Data Sovereignty Research Collaborative.

Duties & Responsibilities

A. Program Support

1. Assists the DSRC Team with day-to-day coordination of program requirements from program planning and coordination, execution, and monitoring;
2. Supports the Senior Coordinator with project contracts, inclusive of development, deliverable monitoring and any payment issuance to contractors or partners;
3. Ongoing communications, follow-up, tracking and reporting of deliverables, with respect to grants, Contribution Agreements, and other funding;
4. Arranges and attend various meetings, either in-person or conference calls with / for the program Team, and record meeting discussions by summarizing actions, decisions, issues and next steps;
5. Participates in the development of DSRC work plans and timelines for programs with the Senior Coordinator and Research Lead;
6. Plays a lead role in the coordination of DSRC and other FNIGC events and/or conferences, as required;
7. Participates in research collaborative activities as assigned;
8. Develops and maintains strong positive working relationships with internal and external contacts;
9. Assists in the facilitation of workshops as directed;
10. Responds to general inquiries from partners and the public; and
11. Creates and maintains contact lists, databases, tracking systems and/or departmental tools as required.

B. Documentation and Reports

1. Coordinates and updates documentation and reports, as well as maintaining files (both electronic and paper) for reference and program development;
2. Tracks and updates schedules and associated program documentation, and integrates into the project management system for the Senior Coordinator and the Research Lead, using a project management program; and
3. Collaborates with internal resources to publish departmental documentation, as requested.

C. Administrative

1. Coordinates logistics for departmental meetings, for hotel, venue, meals and travel and process all related expense claims;
2. Coordinates logistics for contractor travel and accommodations as required.
3. Reconciles finance accounts for purchases and maintain file for back-up;
4. Assists team members in preparing and formatting documents, including PowerPoint presentations; and
5. Works with other staff to coordinate work activities, meet deadlines, and provide support where needed.

Job Requirements

1. Excellent verbal and written communications skills.
2. Strong interpersonal skills.
3. Strong work ethic and a high degree of accuracy and attention to detail.
4. Strong organizational and time management skills to meet scheduled timelines.

5. Ability to take initiative, be self-motivated and use independent judgement to respond appropriately to requests for information.
6. Ability to work both independently and as part of a team.
7. Good judgment and analytical skills.
8. A solid understanding of basic research concepts.
9. A familiarity with research institutions and processes, and basic data governance.
10. Capacity to learn and adapt to change.
11. Advanced knowledge of Microsoft Office suite including Word, Excel, PowerPoint, Outlook and Internet, Planner, Lists, and Visio. Sharepoint is considered an asset.
12. Experience working with First Nation organizations or communities, possessing operational knowledge and understanding of issues facing First Nations locally, regionally, and nationally, is required.
13. English is the working language, although the ability to communicate effectively in any Indigenous language or French would also be an asset.

Education & Experience

1. College diploma in Business Administration, Project Management, Research or equivalent.
2. A minimum of 3 years' experience as a Program or Project Assistant or an equivalent combination of education and experience.
3. Working knowledge of contract development and management.

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 July 22, 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