



EMPLOYMENT OPPORTUNITY

Education Officer, Training & Development 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: October 21, 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 worldview. FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships.

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

The First Nations Information Governance Centre's Education and Training Unit is responsible for the delivery of initiatives aimed at increasing knowledge and skills related to the First Nations principles of OCAP®, data governance, and data sovereignty.

Reporting directly to the Senior Manager, Education and Training, the incumbent provides support in developing and increasing knowledge and skills in OCAP®, information governance, and research management as an important pathway to First Nations data sovereignty. This will be accomplished through the facilitation of workshops and presentations, supporting engagement activities to determine learning needs and competencies, and supporting the development of high-quality education and training curriculum in OCAP® and information governance.

Duties & Responsibilities

A. Training and Development

1. Facilitate OCAP® workshops and presentations to a variety of audiences which may include First Nation organizations and communities, all levels of government, and education institutions.
2. Support the development of training materials and knowledge-based resources for in-person and online training as well as reference materials to complement training.

3. Gather information about training programs/curriculum and learners, such as learning needs and competencies related to OCAP® and data governance.
4. Apply Adult Learning principles to assess learning needs and determine appropriate training deliverables.
5. Collaborate with subject matter experts to gather information and validate content.
6. Create and manage workplans using established processes to meet deadlines.

B. Performance Measurement & Quality Improvement

1. Support the implementation of a performance measurement framework for education and training activities.
2. Assess, analyze, and update 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. Update and develop, as required, policies and procedures for training activities.
5. Support the development and delivery of internal training programs, as required.

C. Contribution to Education and Training Unit and FNIGC

1. Contribute to department strategic and work plans, providing updates and reports as required.
2. Contribute to FNIGC's First Nations rightsholder and community relations.
3. 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.

Experience & Education

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 First Nations 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 **October 21, 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