



## **EMPLOYMENT OPPORTUNITY**

### **Education Coordinator Internal and External Competition**

**Full-time, Permanent**

**Hybrid (Ottawa or Akwesasne Office) or Full-time Remote in Canada**

**Deadline for applications: March 3, 2025 (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 Education Coordinator participates as an active member of the Education and Training Unit. The incumbent assists in all aspects of coordination, administration, planning and delivery of education and training initiatives, including the Fundamentals of OCAP® and OCAP® workshops and presentations.

#### **Duties & Responsibilities**

##### **A. Coordinate Workshops and Presentations**

1. Responds to workshop and presentation inquiries.
2. Liaises with clients and facilitators.
3. Schedules workshops and presentations as requested.
4. Tracks requests and maintains event calendars.
5. Coordinates client agreements as required.
6. Submits invoice requests and distributes invoices to clients.
7. Supports program reporting of activities.
8. Maintains program information and files.
9. Coordinates travel and accommodation.

10. Creates and maintains workshop and presentation forms and documents as required.
11. Updates curriculum, promotional materials, and communications as required.

**B. Support Education and Training initiatives**

1. Assists with day-to-day administration of the Fundamentals of OCAP® as needed.
2. Monitors and responds to education and training inquiries through inquiry management software.
3. Liaises with FNIGC's education delivery partners and service providers as required.
4. Supports and coordinates education and training evaluation activities such as data collection and analysis related to student/participant registration, completion rates, and feedback.
5. Promotes OCAP® and FNIGC education and training initiatives at events.

**C. Unit Support**

1. Participates in the development of unit strategic planning and workplans.
2. Provides administrative support to the Education and Training unit as required.
3. Supports working group, advisory committee, or team meetings, including coordinating meetings, note-taking, as required.
4. Ensures education and training information on the FNIGC website is accurate and up to date.
5. Creates and formats correspondence, documents, and reports as assigned.
6. Maintains unit information management system and acts as liaison between unit and IM/IT Services.

**Experience & Education**

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.
4. Experience coordinating and scheduling workshops and meetings.
5. Experience with Learning Management Systems and inquiry ticketing systems.

**Work Environment**

Working conditions are normal for an office environment. Occasional work-related travel within Canada may be required. Work regular business hours with some overtime when required.

**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 **March 3, 2025**, 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)