



## 2025 Summer Employment Opportunities

Full-time, Term positions (May – August 2025)

Remote work from anywhere in Canada

Deadline for applications: March 31, 2025 (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 three (3) motivated individuals for summer student employment in various entry-level positions as follows:

#### 1) Research Student, Surveys

- Conducts literature reviews, data collection, and synthesis to support research initiatives.
- Assists with survey development and methodology refinement.
- Supports Survey Team members with quantitative and qualitative data analysis.
- Assists in preparing research reports, presentations, and project materials.
- Performs abstract screening, full-text article retrieval, and evidence synthesis for reviews.
- Supports the development of analysis plans, sampling frameworks, and survey methodologies.

- Participates in overseeing the programming and testing of surveys.
- Engages in Survey Team meetings, providing research insights and contributing to discussions.
- Attends meetings with regional partners and external stakeholders to support research collaborations.
- Completes the FNIGC Fundamentals of OCAP® online course.
- Performs other research-related duties as assigned.

## **2) Summer Student, Communications Assistant**

- Assists with the advancement and promotion of FNIGC's data sovereignty, work through a variety of channels, including social media, web content, public events, promotional material, and videos.
- Assists with the production of FNIGC's corporate publications, such as FNIGC's annual report, papers, press releases, newsletters, and promotional materials.
- Assists with the management of FNIGC's online presence, which includes FNIGC.ca and all its social media platforms. This involves content creation, responding to comments or issues as they arise, and engaging with outside consultants.
- Assists with the preparation and production of FNIGC's promotional items.
- Assists with the planning and execution of FNIGC's corporate presence at trade shows, including the AFN Annual General Assembly and Special Chief's Assembly, among others. This may involve travel.
- Assists with internal communications efforts, including the identification of process gaps and the creation and finalization of process documents (which include translation, publication, copyediting, media requests and more).
- Assists with the creation of workflow diagrams to complement the finalized process documents.
- Assists with the collating and logging of Communications publications (online and hard copies).
- Assists with the collating and logging of corporate promotional items.

## **3) Summer Student, Researcher**

- Supports the Sr. Manager and other R&I Team on research initiatives.
- Assists with the preparation of proposals, presentations, reports, and project materials on R&I activities.
- Participates in R&I Team meetings and provide input / contribute to discussions.
- Participates in meetings with external stakeholders as required.
- Completes the FNIGC Fundamentals of OCAP® online course.
- Performs other administrative or project 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. Summer employment opportunities are subject to FNIGC receiving funding from Indigenous Services Canada. 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](mailto:recruitment@fnigc.ca) by **March 31, 2025** (or until the position is filled). Please use “2025 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](http://www.fnigc.ca)