



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

2026 Summer Employment Opportunities

Full-time, Term positions (May – August 2026)

Remote work from anywhere in Canada

Deadline for applications: March 31, 2026 (or until filled)

Hourly Rate: \$23.00 to \$25.00
(dependent on qualifications and experience)

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 two (2) motivated individuals for summer student employment in various entry-level positions as follows:

1) Summer Student, Researcher

- Supports the Sr. Manager and other Research & Information (R&I) Team on research initiatives.
- Conducts literature reviews, environmental scans, data collection, and synthesis to support research initiatives.
- Assists with the preparation of proposals, presentations, reports, and Knowledge Translation tools for a mental wellness report and other R&I activities.
- Updates the Knowledge Lodge with data from FNIGC published material.
- Participates in meetings with external partners to support research activities as required.
- Participates in R&I Team meetings and share input / contribute to discussions.
- Completes the FNIGC Fundamentals of OCAP® online course.

2) IMIT Student

- Engages internal stakeholders to improve organizational Information Management and Information Technology practices.
- Contributes to the creation of Information Management and Technology awareness materials and presentations.
- Provides input to Information Management and Information Technology guidelines and procedures.
- Assists with the administration of the Information Management portal and libraries as required.
- Assists with the administration of user accounts and groups to support the Information Management environment.
- Assists with coordination of meetings and materials for the Information Management and Information Technology committee.
- Assists with the cataloguing of FNIGC digital assets.
- Assists with enterprise-wide software deployment projects.
- Provides support to the team as required.
- Perform other duties as assigned.

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.

Application Information

Please send your résumé and cover letter (self-identifying as a First Nations student) to recruitment@fnigc.ca by **March 31, 2026** (or until the position is filled). Please use "2026 Summer Student" in the subject line of your e-mail. FNIGC reserves the right to request current documentation or evidence to verify any claim of First Nation citizenship / membership / descent. Should it be determined that any background information provided be misleading, inaccurate or incorrect, FNIGC reserves the right to discontinue the consideration of your application.

FNIGC is committed to providing an inclusive and accessible workplace environment. Should you require accommodation through any stage of the recruitment process, please let us know. We further confirm that FNIGC does not use any Artificial Intelligence (AI) in our screening, recruitment, or selection processes.

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