



EMPLOYMENT OPPORTUNITY

Program Coordinator

Internal and External Competition

Full-time, 2 Year Term Position (Possibility of Extension)

Hybrid (Ottawa or Akwesasne Office) or remotely in Canada

Deadline for applications: August 10, 2026 (or until filled)

Hiring Range: \$54,930 to \$68,713

Salary range: \$54,930 to \$82,497

(dependent on qualifications and experience)

About FNIGC

The First Nations Information Governance Centre (FNIGC) is an independent, apolitical, and technical national non-profit First Nations organization that envisions that every First Nation will achieve data sovereignty in alignment with its distinct world view. With First Nations, FNIGC asserts data sovereignty and supports the development of information governance and management at the community level through regional and national partnerships, adhering to free, prior and informed consent, respecting nation-to-nation relationships, and recognizing the distinct customs of nations.

FNIGC is responsible for a wide range of work. In collaboration with regional partners, FNIGC supports First Nations communities by contributing to building information governance and data and statistical capacities at national, regional, and community levels, including the provision of credible and relevant information on First Nations and the development of First Nations-led infrastructure. FNIGC stewards data collected through national surveys, conducts research and analysis on the rapidly changing data landscape, engages in knowledge engagement, mobilization, translation, and dissemination activities, offers education and training, stewards and advances the First Nations principles of OCAP®, and coordinates the implementation of the national First Nations Data Governance Strategy.

Critically, FNIGC and its regional partners follow established protocols, policies, and procedures that are guided by a holistic cultural framework. Ultimately, FNIGC is a tool that First Nations can use to assert sovereignty over their information.

What we provide

The successful candidate will benefit from our flexible work hours, the possibility for hybrid/remote work, competitive compensation, registered pension plan–employer matching, health benefits-100% employer paid, employee wellness programs, generous paid time-off, including cultural leave, and ongoing professional development and career growth opportunities as applicable.

About the Role

This role is an exciting new position and does not relate to any existing FNIGC vacancy. Reporting to the Senior Strategic Advisor, Research and Information, the Program Coordinator provides ongoing administrative and coordination support for FNIGC Survey Program teams. The Program Coordinator tracks timelines and deliverables of service/contribution agreements, coordinates and maintains contracts, coordinates the scheduling and organizing of various meetings, preparing internal meeting minutes, as well as supporting other project activities where appropriate.

Duties & Responsibilities

A. Administration

1. Provides administrative support to the FNIGC Survey Programs and Research and Information Directorate.
2. Coordinate meeting logistics (planning, travel, accommodation, etc.).
3. Schedules meetings and events internally and with external partners.
4. Processes expense reports, purchase requisitions and supports procurement of goods and services.
5. Receives and redirects mail and courier deliveries, creates shipments for courier or mail.
6. Formats documents.
7. Maintains filing–digital and paper records.
8. Assists the team with tasks as directed.
9. Arranges staff and meeting attendee travel (hotel and accommodation).
10. Inputs meetings into the shared calendar when requested.
11. Liaises with other departments, particularly Finance & Administration, as required.
12. Takes and transcribes meeting minutes.
13. Maintains a high level of confidentiality in all interactions.

B. Coordination

1. Provides coordination support to the Survey Programs and Research and Information Directorate.
2. Liaises with and fosters good working relationships with FNIGC's Regional Partners, and other relevant external agencies, partners or consultants.
3. Facilitates communication between internal and external teams.
4. Works closely with the Survey Program Managers to maintain project timelines.
5. Develops and maintains standardized tools to support reporting by Regional Project Partners.

C. Project Support

1. Liaises with Regional Partners undertaking survey projects/initiatives with FNIGC in relation to their deliverables and status of projects.
2. Provides support to program and project activities – including but not limited to content research, questionnaire design, pilot testing, resource and tool development, etc.
3. Liaises with Regional Partners to coordinate and share findings from workshops and meetings.
4. Responds to general inquiries from regional partners and external stakeholders.
5. Participates at regular team meetings.

Experience & Education

- College diploma in business administration, project management, research or equivalent.
- A minimum of three years' experience as an Administrative Assistant, Program/Project Coordinator or an equivalent combination of education and experience.
- Experience working with First Nations organizations and communities is an asset.

Application Information

We invite all qualified candidates who believe they are suited for the position to apply by sending their *résumé* and cover letter explaining why you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by August 10, 2026, or until the position is filled. We specifically encourage individuals with lived First Nations experience to apply, and such applicants are strongly encouraged to self-identify. 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