



EMPLOYMENT OPPORTUNITY

**Administrative Assistant
Internal and External Competition
Full-time, Permanent Position
Hybrid (Ottawa Office)**

Deadline for applications: July 27, 2026 (or until filled)

Hiring Range: \$47,374 to \$59,218
Salary range: \$47,374 to \$71,062
(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 Director, Finance and Corporate Services, the Administrative Assistant provides broad administrative support across multiple FNIGC program areas, including Education and Training, the Executive Office, and IM/IT. The incumbent works closely with the Director and departmental managers and leads to ensure that administrative and financial activities are accurately recorded, monitored, and processed in accordance with FNIGC policies and procedures. This role keeps the Director informed of upcoming commitments and responsibilities and follows up appropriately to ensure continuity of operations. This position also acts as back-up for the Office Administrator.

Duties & Responsibilities

- A. Administrative and Office Support
 - 1. Prepares draft correspondence and communicates in writing with other departments as required.
 - 2. Proofreads correspondence, reports, statements, invoices, forms, and other documents.
 - 3. Organizes and maintains departmental records and data in digital systems.
 - 4. Gathers quotes and coordinates with service providers as required.
 - 5. Provides additional support to office staff and contributes to Corporate Services projects as required.
 - 6. Sends outgoing materials including couriering of documents, packages, and equipment on behalf of various departments.
 - 7. Participates in project activities as required.
- B. Financial and Administrative Processing
 - 1. Maintains copies of accounting records for supported departments and reconciles budgetary reports produced by Finance.
 - 2. Prepares purchase orders, requisitions, invoices, and expense claims for supported departments.
 - 3. Makes travel arrangements for departmental staff including flights, hotel reservations, and car rentals.
- C. Meeting and Event Coordination
 - 1. Organizes meeting logistics including preparing packages, assembling information kits, and distributing materials digitally.
 - 2. Prepares meeting summaries and notes as required.
 - 3. Books conference rooms and meeting facilities for meetings and workshops.
 - 4. Supports FNIGC's participation in external events and conferences, including logistics, travel booking, and maintaining an inventory of promotional items.
- D. Executive Office Support
 - 1. Prepares and manages documents requiring the CEO's signature on an as-needed basis.
 - 2. Provides on-site meeting support including reserving space, coordinating equipment, and liaising with caterers as required.
 - 3. Completes administrative tasks for the Executive Office including preparing cheque requisitions, purchase orders, and supply orders.

Experience & Education

- College diploma in business administration or equivalent.
- A minimum of two years' experience as an Administrative Assistant or an equivalent combination of education and experience.
- Experience working with First Nations organizations or 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 July 27, 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