



EMPLOYMENT OPPORTUNITY

PROGRAM DEVELOPMENT OFFICER

Internal and External Competition

Full-time, Two Year Term

Hybrid (Ottawa or Akwesasne Office) or remotely in Canada

Deadline for applications: October 26, 2026 (or until filled)

Hiring Range: \$63,813 to \$79,740
Salary range: \$63,813 to \$95,668
(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.

Job Summary

The First Nations Information Governance Centre's Education and Training Directorate 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 to the Director, Education & Training, the Program Development Officer will support the development, and piloting, and implementation of a new FNIGC initiative focused on supporting First Nation students in developing the knowledge, skills, and experience to become future data leaders.

Aligned with FNIGC strategic directions and priorities, the Program Development Officer will work collaboratively with internal teams, First Nations partners, educational institutions, knowledge holders, and other external partners to co-develop a high-quality, culturally relevant and sustainable program.

The incumbent will support all stages of program development, including research, program design, partnership engagement, pilot planning, implementation, and evaluation. The Program Development Officer will work closely with the Senior Education Officer and provide ongoing support to the Director on related priorities.

Duties & Responsibilities

A. Program Development & Design

1. Works with the Director to develop and implement a comprehensive program development plan that outlines planning, pilot, and implementation stages.
2. Supports the development of a program framework, program cycle, objectives, eligibility and application process, partnership model, evaluation framework, training and curriculum requirements, budget and costing and implementation approach.
3. Collaborate with the other FNIGC departments and teams to develop program frameworks, workplans, processes, and tools that support successful program development and implementation.
4. Conducts research and gathers information to identify relevant practices, resources, opportunities, and emerging trends that can inform program design and delivery.
5. Supports meaningful engagement with students, knowledge holders, educational institutions, and other stakeholders to inform the co-development of the program.
6. Develops briefing materials, presentations, background documents, and written updates related to program development and process.
7. Provides regular updates and contributes to internal and external reporting on program development, milestones, risks, and deliverables.
8. Provides support to the Director on priority areas, when available and required.

B. Program Piloting, Implementation & Evaluation

1. Supports the design and implementation of pilot programs and works to integrate pilot activities into FNIGC's organizational structures, policies, and processes.
2. Coordinates with internal teams and with external partners, and community partnerships to support the successful delivery of pilot activities.
3. Compiles information, feedback and direction from the relevant sources and external partners to evaluate and improve program areas.

C. Contribution to Education and Training Directorate and FNIGC

1. Contributes to development and implementation of the Education and Training strategic plan, work plans and priorities.
2. Prepares progress reports, briefing materials, budget updates, and other documentation related to assigned workplans and initiatives.
3. Plan, manage and implement the FNIGC Student Bursary Program, educational partnership initiatives, and relations with post-secondary and First Nation education institutions.
4. Build and maintain professional networks with knowledge holders and institutional resources in the government, education, and other sectors for the advancement and development of OCAP®.

5. Participate in meetings, working groups, committees, conferences, and networking opportunities relevant to the program and FNIGC strategic priorities.

Experience & Education

1. A minimum of 3 years of program/policy design and development, project management or related experience.
2. Post-secondary degree or diploma in a related field. An equivalent combination of education and relevant work experience will be considered.
3. Recent experience in developing and delivering targeted programs, preferably around governance and data sovereignty or within the non-profit or academic sectors.
4. Knowledge or experience administering student award programs.
5. Knowledge of structured experiential learning programs.
6. Demonstrated ability to successfully create engaging and customized programs for a wide-range of audiences.
7. Experience working with First Nations and with non-profit organizations.

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 October 26, 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