



Employment Opportunity
North Shore Mi'kmaq Tribal Council Inc.

Position Title: Data Governance Coordinator

Location: To be determined

Position Type: Full time to March 31, 2027 (with the possibility of an extension)

Start Date: May 20, 2024

Participating First Nations:

The North Shore Mi'kmaq Tribal Council (NSMTC) is comprised of and provides services to seven member Mi'kmaq First Nation communities: Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), and Amlamgog (Fort Folly).

Scope of Position:

As part of the Health Services Department and reporting to the Director of Health Services, the Data Governance Coordinator is responsible for creating a blueprint for a data governance hub within the North Shore Mi'kmaq Tribal Council by engaging with organizations, member communities and staff.

Key Responsibilities:

Please note that the following duties are not exhaustive and subject to change based on the needs of the organization and/or supervisor:

Community Engagement:

- Coordinate and facilitate strategic management by engaging with First Nation member communities
- Promote the projects activities and outcomes
- Assist in the development of data policies and procedures

Project Management:

- Complete tasks directed by leadership for the member First Nation as well as outlined by the Regional Advisory Committee
- Assist in the development of a data governance agreements within the organization and within First Nation communities

Partnerships:

- Support the development of new partnerships and new structures that will strengthen First Nation Data Governance
- Work closely with the First Nation Information Data Governance Center (FNIGC) Regional Advisory Committee
- Form a working group within the organization
- Assist the working group within the organization in the development of data governance policies and procedures
- Work with outside organizations to have a clear understanding of the laws in place with regards to First Nation Data Governance

Policy Support:

- Identify First Nation policies as it relates to research within our member First Nations.

Qualifications:

Education & Experience

- Post-secondary education in a relevant field with 5 years of related work experience; other combinations of education and/or experience may be considered.
- Demonstrated experience in project management

Technical Skills

- Understanding of the First Nations organizations and communities within the North Shore Mi'kmaq Tribal Council as well as a knowledge of Mi'kmaq community programming
- Understanding of First Nations Principles of Ownership, Control, Access, and Possession (OCAP)
- Understanding of current governance structures that exists within New Brunswick
- Proficiency with MS Office Suite
- A valid driver's license and access to reliable transportation is required, as occasional travel within and outside New Brunswick may be necessary.

Professional Skills

- Demonstrated ability to work effectively within a team and independently while creating valuable relationships internally, in community and with external partners.
- Excellent collaboration, communication, and interpersonal skills
- Ability to maintain a high level of confidentiality and professionalism.
- Demonstrated problem solving, critical thinking and innovation skills.
- Excellent organization, delegation, and time management skills

Assets

- Experience working in or with First Nations communities.
- Proficiency in Mi'kmaq

What We Offer:

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging
- Competitive salary, pension and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

Additional Information:

Salary will be based on education, experience, and qualifications of the successful candidate.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference will be given to members of our seven member communities.

Application Deadline:

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at careers@nsmtc.ca by no later than **May 3, 2024, at 4:00 pm**.

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.