



First Nations Regional Education, Employment and Early Childhood Development Survey (REES) Job Description National Project Coordinator

Position Overview:

Under the direct supervision of the FNIGC Operations Manager and in collaboration with the RHS National Project Manager and under the guidance and direction of the FNRESS National Advisory Committee and FNIGC Board of Directors; the REES National Project Coordinator will be responsible for managing, coordinating and assisting in the implementation of the First Nations Regional Education, Employment and Early Childhood Development Survey.

Key Responsibilities:

Direct supervision of the REES national team (Technical Coordinator, Data Analyst, Administrative Assistant) and various consultants to the Project.

- To effectively liaise, guide and provide national leadership to the 10 REES Regional Coordinators to oversee a well coordinated, harmonized national/regional survey process.
- To effectively liaise and interface with REES federal partners and participation in joint working group and other related project governance forums.
- To work under the guidance of the RHS National Project Manager to learn and emulate the RHS Best Practices and Tools are respected and implemented in the REES process.
- Provide oversight and coordination of a vast degree of technical details involved in the development and implementation of a national survey process.
- To ensure compliance to the FNIGC data protection policies and procedures including a secure data environment.
- To work under the guidance of the First Nations Information Governance Centre Board (FNIGC) and The REES National Advisory Committee (NAC) e.g. accountability, reporting, input into process for the REES process.
- To facilitate regular communications among the First Nations regions regarding the REES survey process.
- To facilitate a process that supports regional ownership to the survey developments – dialogue, communications, feedback, input.
- To network, liaise and participate in various meetings, workshops, committees that advance First Nations research and information initiatives.
- To provide oversight to the project budget, under the authority of the FNIGC Operations Manager and FNIGC Board.
- To develop proposals and presentations to support the REES process
- To ensure timely submission of project deliverables at the national and regional levels, reports and contractual obligations in a timely manner.
- Support regional analysis of REES data through partnership processes.
- To advocate for the advancement of the First Nations Principals of OCAP in First Nations research and data collection processes.

- To advance capacity development and training initiatives in the effective use of information for policy, planning, priority setting and advocacy.
- To seek supplemental funding resources to support REES developments e.g. training opportunities.
- To prepare reports, correspondence, presentations as required.
- To prepare and deliver public presentations on the REES project, process and results.
- Other duties as may be assigned.

Education:

A Bachelors degree from a recognized university in education, business management or public health or from a recognized university with acceptable specialization in sociology, psychology, or early childhood development.

Work Experience:

Minimum three years experience managing national or regional level projects, staff and resources.

- Experience conducting research and analysis in relation to education, employment and/or early childhood development issues.
- Experience working with First Nation regional and national organizations, or community groups.

Abilities & Skills:

Must possess and demonstrate excellent interpersonal and problem solving skills are required, as well as strong verbal and written communications, including the proven ability to make presentations. Tact, intuition and diplomacy, strong work ethics and good judgment. Organizational skills including the ability to work independently and as part of a team, as well as a high degree of initiative. Experience in the preparation and dissemination of regular reports and presentations. Be a strong team leader to fulfill project objectives, strategies and annual workplan and activities.. An understanding of First Nations education, employment and early childhood development issues and political environment considered an asset. Knowledge of the French language is considered an asset.

Physical & Intellectual Effort:

This position in terms of intensity, involves a significant effort linked to the mental and visual concentration required to perform the work.

Hours:

Full time – 37.5 hours per week.

Compensation:

Negotiable based on education and experience

Status:

Indeterminate

Benefits:

Full benefits as determined by the Board of the FNIGC (paid holidays, sick leave, vacation)

Direct Reports:

Yes, Technical Coordinator, Data Analyst, Administrative Assistant

Location:

FNIGC central office in Ottawa, Ontario. Work related travel is also required.

Closing Date:

February 29, 2012, 5:00 p.m. EST.

To Submit Your Application:

Applicants are invited to submit their letter of application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates selected for interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

Interested applicants who have previously submitted their application need not reapply, previous applications are on file.

Please submit a letter of application indicating the position you are interested in applying for and include 3 references with contact information to:

Ms. Lyndsy Gracie, Administrative Assistant
The First Nations Information Governance Centre
170 Laurier Avenue, Suite 904
Ottawa, ON K1P 5V5
Telephone: 1-613-733-1916, ext. 103
Toll Free: 1-866-997-6248, ext. 103
Fax: 1-613-231-7072
E-Mail: lgracie@fnigc.ca