



First Nations Regional Education, Employment and Early Childhood Development Survey (REES)

Job Description

Technical Survey Coordinator

Position Overview:

The Technical Survey Coordinator will provide technical guidance, development and training for the First Nations Regional Education, Employment and Early Childhood Development Survey (REES) for the First Nations Information Governance Centre. Working as Technical Survey Coordinator you will be responsible for working directly with First Nation regional offices and supporting the REES and other data collection projects and systems as may be determined. This position will provide technical support to assure successful integration and implementation of established data collection procedures and policies.

Key Responsibilities:

- Facilitate communications with the REES National Project Manager, the REES National Project Team, regional coordinators and other key staff.
- Liaise with REES Regional Coordinators located throughout Canada to assist in the research, development and training in the data gathering process and reporting.
- Conduct data entry and record search as directed with the REES National Team.
- Undertake research of information and data to support project development utilizing various media including internet, internal records, etc.
- Implementation of various communications strategies and the dissemination of information as directed by REES Project Manager.
- Develop and maintain communications with contractors, suppliers, government officials, etc. as required.
- Assist the REES Project Manager in follow up action items following meetings and planning sessions.
- Assist in coordination of meetings, workshops and training sessions, including travel, accommodation as required under the direction of the REES Project Manager.
- Participates in joint video/teleconference calls with REES team.
- Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors.
- Provides technical support for presentations, demonstrations, and installation and maintenance of data software, both national and regional to ensure that the system is functioning according to specifications and to facilitate smooth coordination and product delivery.
- Provides answers to inquiries concerning system software, applications and provides software development and consultation to users (i.e. Techneos Entryware, SPSS, Excel etc.).
- Understands, develops and delivers systems/applications solutions for information, technical and educational needs.
- Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained.
- Assignment may be at regional sites, remote access, corporate location or other sites.
- Provide recommendations, and implement new methods, techniques, and/or procedures.

- Coordinates ongoing and completion of projects, providing weekly and/or bi-weekly progress updates as deemed necessary by REES National Project Team.
- Assist in maintaining a secure environment for confidential data/information within the Centre.
- Prepare regular progress reports, written reports and oral presentations and draft correspondence as required.
- Other duties as assigned by the FNIGC.

Education:

The Technical Survey Coordinator must possess a Post Secondary Degree in the field of applied statistics, mathematics, business administration or computer science with a minimum 3 years office experience in project management, data collection and work related experience in dealing with First Nations' issues and government processes. Strong time management skills with project management experience preferred must. Must possess effective communication, presentation and interpersonal skills along with strong organizational skills.

Work Experience:

The Technical Survey Coordinator should have experience in developing linkages with First Nations communities, organizations and individuals in administration and research of information management. Hands on experience in managing with data collection (and the technical mechanisms inherent) and working in a First Nation's community or organization is essential.

Abilities & Skills:

The Technical Survey Coordinator must possess exceptional interpersonal and co-ordination skills; be able to work independently and as part of a team; work well under pressure; and, be able to liaise effectively with First Nations communities, and federal government officials. The ability to work in English is required with French being a definite asset. Computer skills including, Internet, MS Word, Excel, Outlook, Publisher, PowerPoint, and IBM SPSS Data Collection are required. Working knowledge of and Techneos Entryware Designer, SAS and/or STATA knowledge considered a definite 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.

Responsibilities:

This job requires responsibility linked to the guidance or coordination of other people's work. There are responsibilities regarding providing advice and recommendations on direction of project management and on possible issues. Work involves tasks performed following specific and detailed directives. The employee must report to the REES Project Manager and or FNIGC Operations Manager regarding any unusual issue or situation.

Hours:

Full time – 37.5 hours per week

Compensation:

Negotiable based on education and experience

Status:

Indeterminate

Benefits:

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

Direct Reports:

None, typically viewed as a mentor or coach, but is not supervisory.

Supervision:

This position reports directly to the Project Manager of the FNREES

Working Conditions:

Shared office space will be located at the central office of the FNIGC in Ottawa. Work related travel will be 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