



EMPLOYMENT OPPORTUNITY

Position Title: Data Governance Coordinator
Report To: Data Governance Lead
Location: Hybrid (Remote & In-Person); Frequent Travel
Anticipated Start Date: As Soon As Possible
Application Deadline: September 19, 2025

NSMTC Member Communities:

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), Amlamgog (Fort Folly).

Position Overview:

The Data Governance position is a full-time, 6-month term position with the option to renew, and a mix of remote as well as in-person work (requiring some evening/weekend).

Join us at the foundational stage of a multi-year effort to strengthen community data stewardship. You will support the design, delivery, and improvement of OCAP® (Ownership, Control, Access, & Possession) aligned data and privacy initiatives, helping return knowledge, tools, and capacity to our member communities through sustainable and entrepreneurial means (e.g., scalable programs, partnerships, and funding pathways). Training and mentorship will be provided.

Key Responsibilities:

- Co-develop and deliver data/privacy education (curriculum, slide decks, handouts, LMS modules).
- Coordinate and deliver community engagement sessions and Lunch & Learn events both in-person and virtual which will consist of:
 - Scheduling and organizing logistics and materials
 - Manage participant communications
 - Track attendance and evaluations
 - Post-session feedback
- Research funding opportunities (grants, sponsorships, partnerships) and draft applications, budgets, and reports.
- Maintain project plans, risks, and KPIs; prepare concise updates for leadership.
- Create clear documentation (guides, SOPs, FAQs) to support consistent practice.
- Build relationships with internal teams and community partners; gather needs and iterate content.



- Ensure alignment with privacy and data-handling standards and policies, grounded in OCAP® principles.
- Other duties as required to meet organizational objectives.

Qualifications and Skills:

- Strong project coordination and communication skills; comfortable presenting to varied audiences.
- Demonstrated ability to learn quickly, synthesize information.
- Ability to manage multiple project deadlines.
- Proficiency with office collaboration tools (Microsoft Office, Teams, and video platforms).
- Ability to travel within the region, including occasional overnight trips.
- Background in technology, computer science, business, or data is not required, however, considered to be an asset.
- Training and mentorship is provided to build capacity within the role.
- Familiarity with OCAP® training principles and working with Indigenous communities is an asset.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.
- Background check and confidentiality agreements may be required.

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:

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

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 may 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 September 19, 2025 at 4:00 p.m.

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