

First Nations Education Steering Committee

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Manager, Privacy and Data Management

Join us to make a lasting impact!

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic and organized Manager, Privacy and Data Management to join our hard working team who work collaboratively and diligently to improve education for all First Nations students in BC. Since 1992, FNESC, led by a strong and diverse board of over 125 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA). Communications, research, partnership-building, resource development and advocacy are all part of the work we do to advance issues in First Nations education.

Duties and Responsibilities:

- Ensuring compliance with relevant privacy legislation and best practices and advising on privacy related issues such as projects involving personal or sensitive information, responding to external inquiries, and training staff;
- Leading FNESC's ongoing efforts to address privacy and confidentiality requirements, as well as data management and information sharing agreements with First Nations, First Nation schools and institutes, Indigenous Services Canada, the Province of BC, Canada, and other education partners as required;
- Working with all FNESC Directors to review and regularly monitor FNESC's policies, infrastructure, program management, information collection and storage systems, and information sharing practices to identify privacy concerns and work with relevant experts to address issues;
- Leading FNESC's support for First Nations, schools, and institutes to raise awareness about privacy and data management requirements and practices;
- Preparing written reports, briefing notes, and policy documents;
- Developing and implementing privacy policies and strategies in collaboration with legal counsel;

We encourage you to apply if you want to join an organization that makes a difference and possess the following:

- A minimum of a Bachelors' Degree or higher in a relevant field (Information Management, Education, Law, Business Administration, Public Administration, Political Science, etc.);
- Privacy certifications such as, but not limited to, CIPP/C, CIPP/EU, CIPM preferred;
- A minimum of three years' experience managing budgets and staff;
- Experience working with privacy and legal issues and consulting with legal advisors and subject matter experts preferred;
- Some understanding of First Nations culture and educational issues is an asset.

We offer full-time meaningful work in a professional, friendly, and respectful office environment which is easily accessible by transit and right next door to Park Royal Mall. We enjoy having occasional lunches together as a team – pizza is one of our favourites. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and wellness subsidy for all of our employees.

This is a full-time position with most of the work being done between 8:30 a.m. and 4:30 p.m. However, the nature of this position is such that occasional work outside of those hours, including weekend work, may be required.

The salary for this position is \$85,000.00 per year.

We thank everyone who applies for their interest in FNESC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

If what we have to offer fits what you're looking for, please send your resume and cover letter to jobs@fnesc.ca