

**RECORDS AND INFORMATION COORDINATOR**

**OUR OPPORTUNITY**

The Records and Information Coordinator (RIC) is responsible for the maintenance, organization, classification and disposition of records and information within the First Nations Tax Commission. The RIC maintains the classification systems, creates retention and disposition schedules, facilitates transfer of records to Library and Archives Canada and to off-site storage and responds to requests for information for records. The role also advises and promotes awareness to employees on the use of records and information.

 **WHO WE ARE?**

The FNTC is a national institution that supports First Nations governments in the development and implementation of tax systems on their lands.

For more information on what we do, please visit the FNTC website: <https://fntc.ca>

**JOB RESPONSIBILITIES**

* Educates and advises employees on how to best classify, organize and manage the records and information.
* Maintains records and information by ensuring that all records are appropriately classified in the system.
* Establishes and maintains retention and disposition schedules for all FNTC records and information.
* Organizes and classifies historical paper and electronic documents.
* Maintains the Functional Classification System for Records and Information
* Develops procedures, guidelines and training on the Electronic Document and Records Management System (EDRMS).
* Develops and implements policies to support compliance with applicable legislation, including the *Privacy Act*, *Access to Information Act* and *Library and Archives Canada Act.*
* Leads the implementation of the documented disposition process for the disposition of records.
* Posts information to the First Nations Gazette are requested.

**JOB REQUIREMENTS**

* A Degree in Records and Information Management or Library Sciences
* A minimum of 3 years of prior work experience in a similar role with responsibility for the organization, classification, retention and disposition of company records and information
* Proficiency using Microsoft Office Suite including Word, Excel and SharePoint
* Certified Records Analyst (CRA) or Certified Records Manager (CRM) certification, Certified Information Professional (CIP) certification or training with ARMA International is an asset
* Access to Information and Privacy training is an asset

**HOW TO APPLY**

To apply for this position, please submit your **resume and a detailed cover letter**, in confidence, on our website: [**https://fntc.ca/careers/**](https://fntc.ca/careers/)

We are an equal opportunity employer that recognizes and celebrates the diversity of all First Nations and people across Canada. As a First Nations Organization, applicants of Indigenous descent are highly encouraged to apply.

**BENEFITS**

Competitive salary and benefits Healthy work-life balance

Training opportunities Career progression opportunities

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.