

Indigenous Data Sovereignty Program Assistant

Job details

- Official posting and applications: University of Manitoba Careers [website](#); AND
- Position number: 38070; AND
- Posting Closes on: Aug 23, 2026; AND
- Job Type: 1-year contract, Full Time; AND
- Region: Manitoba; AND
- Location: Manitoba Centre for Health Policy, University of Manitoba; AND
- Expected Contract Duration: Sept 1, 2026 to Aug 29, 2027; AND
- Work schedule: 35 Hours/week (Monday to Friday, 8:30 am to 4:30 pm); AND
- Salary: \$28.46 to \$40.88 per hour (\$51,797.20 to \$74,401.60 per year); AND
- Trial/Probation period: 840 hours worked; AND
- For more information, please contact: Ina Koseva - ina.koseva@umanitoba.ca;

Qualifications

This position is designated for a Canadian citizen who self-declares as First Nations, Inuit, or Métis.

Minimal formal education required:

- Master's degree in Indigenous health, Indigenous studies, Indigenous data governance, data governance, population health, health sciences, health policy, community health, public health, psychology, social sciences or related fields with two years of directly related experience; OR
- Bachelor's degree in an Indigenous health, Indigenous studies, Indigenous data governance, data governance, population health, health sciences, health policy, community health, public health, psychology, social sciences or related fields with five years of directly related experience; OR

- Completion of a Community College course in Indigenous health, Indigenous studies, Indigenous data governance, data governance, population health, health sciences, health policy, community health, public health, psychology, social sciences or related fields with six years of directly related experience;

Experience:

- Demonstrated history of commitment to advancing the Truth and Reconciliation Commission Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), required; AND
- Knowledge of Indigenous peoples in Canada, required; AND
- Demonstrated engagement or collaboration with Indigenous partners in the community, academic, clinical, or government settings, required; AND
- Experience with project management or coordination required; AND
- Experience with event organization required; AND
- Experience with project documentation, required; AND
- Experience with navigating administrative processes, required; AND
- Knowledge of Indigenous data sovereignty and governance, preferred; AND
- Formal project management training and experience, preferred; AND
- An acceptable equivalent combination of education and experience may be considered;

Skills:

- Independence and self-motivation required; AND
- Ability to prioritize workload, required; AND
- Effective communication is required; AND
- Interpersonal (people) skills required; AND
- Time management skills, required; AND
- Willingness to learn, required; AND
- A satisfactory work record, including satisfactory attendance and punctuality, is required;

Other job-related qualifications:

- Willingness to travel for national and international meetings;

Key responsibilities

- Supports the development of a network of First Nations, Inuit and Métis scholars, organizational leaders, and community members in Canada; AND
- Supports the development of processes and procedures to ensure effective communication with network members and funders, event planning, tracking and delivery of key deliverables identified by network members; AND
- Ensures that network activities and deliverables are supported by available resources at MCHP and the Health Data Research Network of Canada, including program oversight, project management, risk management, resource allocation, and monitoring; AND
- Uses project management software and tools to set and monitor milestones, timelines, and budgets for the network; provides regular updates to the Indigenous data team lead; AND
- Gains knowledge in Indigenous data sovereignty, governance and research to articulate ideas within network documentation and to facilitate meetings; AND
- Facilitates discussions and summarizes key discussions, decisions and next steps from meetings and events; AND
- Synthesizes ideas for network priorities for data governance and research on Indigenous data sovereignty; AND
- Conducts literature reviews and environmental scans and maintains a reference database; AND
- Identifies relevant funding opportunities and supports funding applications; AND
- Organizes and hosts national and international network meetings and events; AND
- Liaises with network members for the scheduling of meetings and events and booking of travel and accommodations; AND
- Manages network documentation, funder reports, and the preparation and publication of reports and academic manuscripts; AND
- Manages administrative processes and documentation such as ethics approvals, funding applications, fund transfers, travel and accommodation booking, expense claims and report; AND
- May be required to perform related duties not exceeding skills and capabilities as required;

Additional information

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for

systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy Act" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.