



Employment Opportunity
North Shore Mi'kmaq Tribal Council Inc.

Position Title: IT Coordinator
Location: Natoaganeg (Eel Ground), NB
Position Type: Full Time
Start Date: November 1, 2024

Participating First Nations:

The North Shore Mi'kmaq Tribal Council (NSMTC) is comprised of and provides services to seven member Mi'kmaq First Nation communities: Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), and Amlamgog (Fort Folly).

Scope of Position:

As part of the Executive Administration team and reporting to the Office Manager, the IT Coordinator is responsible for providing technical support, maintaining computer systems and networks, and ensuring the efficient operation of the organization's technology infrastructure.

Key Responsibilities:

Please note that the following duties are not exhaustive and subject to change based on the needs of the organization and/or supervisor:

- Provide technical support to end-users and resolve issues related to computer systems, software, and hardware.
- Install, configure, and maintain computer systems, servers, and networks.
- Manage and troubleshoot network security, firewalls, and VPNs.
- Manage backups and disaster recovery procedures.
- Maintain inventory of hardware and software assets and ensure they are up to date and secure.
- Research and recommend innovative technology solutions that improve the organization's productivity, efficiency, and security.
- Collaborate to develop and maintain policies, procedures, and standards for technology use.
- Assist with the maintenance of the organization's website and other digital assets.
- Train end-users on the use of technology and software applications.

Qualifications:

Education & Experience

- Post-secondary education Information Technology or a related field with 3 years of related work experience in an IT support role; other combinations of education and/or experience may be considered.

Technical Skills

- Proficiency with MS Office Suite, Google, and related applications.
- Demonstrated knowledge of computer hardware, networking protocols, and security technologies.
- A valid driver's license and access to reliable transportation is required, as occasional travel within and outside New Brunswick may be necessary.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

Professional Skills

- Demonstrated ability to work effectively within a team and independently while creating valuable relationships internally, in community, and with external partners.
- Excellent collaboration, communication, and interpersonal skills.
- Ability to maintain a high level of confidentiality and professionalism.
- Demonstrated problem solving, critical thinking and innovation skills.
- Excellent time management skills with the ability to multi-task and prioritize tasks effectively.
- Experience working in or with First Nations communities.

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:

Salary will be based on education, experience, and qualifications of the successful candidate.

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 will 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 no later than **October 4, at 4:00 pm**.

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