



TREATY ONE NATIONS INCORPORATED

JOB POSTING

IT Technician (Part-Time)

PURPOSE

Treaty One Nations Incorporated is seeking an experienced and skilled IT Technician to manage and support the organization's IT infrastructure. This role includes ensuring the smooth operation of hardware, software, network systems, and digital platforms, including website maintenance and design. The ideal candidate will have excellent troubleshooting, technical support, and project management skills, while enhancing operational efficiency, security, and the organization's digital presence.

KEY RESPONSIBILITIES

Technical Support

- Provide first- and second-level support to employees, troubleshooting hardware, software, and network issues.
- Manage helpdesk ticketing system and ensure timely resolution of user requests.

System Administration

- Administer and maintain IT systems (servers, workstations, mobile devices).
- Perform regular system updates, backups, and maintenance.
- Monitor system performance for optimal functionality.

Network Management

- Configure and manage network devices (routers, switches, firewalls).
- Ensure network security and monitor for potential threats.
- Maintain VPNs and remote access systems.

Website Maintenance & Design

- Maintain and update the organization's website for functionality, security, and accessibility.
- Design and implement website enhancements to improve user experience.
- Monitor website performance (load times, uptime, traffic metrics).
- Collaborate with Communications/Marketing teams for content and graphic updates.

Software Management

- Install, configure, and update software applications.
- Manage software licenses and ensure compliance with vendor agreements.
- Provide training and support for software usage.

Security Management

- Implement and maintain IT security policies and procedures.
- Conduct security audits and vulnerability assessments.
- Respond to security incidents and breaches.

Project Management

- Plan and execute IT and website-related projects (system upgrades, technology implementations).
- Coordinate with vendors and service providers.
- Document project plans and outcomes.

Documentation and Reporting

- Maintain documentation of IT systems, configurations, and processes.
- Prepare regular reports on IT and website performance.
- Update knowledge base and user guides.

SKILLS AND QUALIFICATIONS

Education

- Bachelor's degree in Information Technology, Computer Science, Web Design, or related field.

Experience

- Minimum 3 years in IT support, system administration, or website maintenance.

Technical Skills:

- Proficient in network administration, IT security practices, and web development.
- Familiarity with web technologies (HTML, CSS, JavaScript) and content management systems (WordPress, Joomla, Drupal).
- Experience with graphic design tools (e.g., Adobe Photoshop, Canva) is an asset.

Interpersonal Skills:

- Strong communication, collaboration, and organizational skills.
- Ability to prioritize tasks in a dynamic environment.

Cultural Knowledge

- Understanding and respect for Treaty One First Nations' culture, history, and protocols.

Other Requirements

- Ability to work flexible hours and be on-call for emergencies. Physical ability to lift and move IT equipment as needed.

Join our dynamic team and contribute to the growth and development of Naawi-Oodena.

CLOSING DATE FOR APPLICATION IS: January 6, 2025

Please submit a cover letter, resume, and three references to:

Blair Strong, Operations Manager

Treaty One Nations Inc.

103-1075 Portage Avenue

Winnipeg, Manitoba R3G 0R8

Bstrong@treaty1.ca

Please self-identify as First Nations in your cover letter. Priority will be given to members of Treaty No. 1 Communities. We thank all who apply and advise that only those selected will be contacted for further consideration.