



BROKENHEAD
Ojibway Nation
BAASKAANDIBEWIZIIBING

EMPLOYMENT OPPORTUNITY

Department/Unit: Administration	Position: IT Support Technician	Employment Type: Full-Time	Salary: \$52K - \$75K
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JOB SUMMARY

Brokenhead Ojibway Nation is seeking a highly motivated individual to fill the full-time position of IT Support Technician. Working under the direction of the Chief Administrative Officer (CAO), the IT Support Technician plays a vital role in ensuring the smooth operation of IT systems and infrastructure. Their duties will revolve around troubleshooting technical issues, coordinating with staff, and developing strategies to optimize the use of technology within the organization.

QUALIFICATIONS AND SKILLS REQUIRED:

- Politically and culturally sensitive and has an awareness of BON values, culture, and traditions
- Grade 12 or equivalent with at least two (2) years of experience in the IT field
- Bachelor's degree in computer science, information technology, or a related field an asset
- Technical proficiency in operating and maintaining IT systems, ensuring that all systems are functioning optimally
- Strong problem-solving skills to troubleshoot and rectify any IT-related issues that may arise
- Project management skills to coordinate and supervise IT projects, ensuring they are completed on time and within budget
- Excellent communication skills to explain complex IT issues in a clear and understandable manner to staff who may be less technically savvy
- Ability to stay updated with the latest technological advancements and implement new technologies to enhance the organization's efficiency
- Interpersonal skills for working effectively with various departments and serving as a bridge between the technical team and non-technical staff
- Attention to detail to monitor IT systems closely and identify any potential issues before they become serious problems
- Knowledge in IT security to ensure the protection of sensitive and confidential data
- Willing to participate in ongoing training to stay updated on new technologies
- Willing to submit a pre-employment drug test

Brokenhead Ojibway Nation offers a competitive compensation package. Preference will be given to Indigenous people and applicants are encouraged to self-declare.

Application Deadline: **March 18, 2025 by 4:30 pm**

Submit resume, cover letter and three (3) references, including recent or current employer to:

Human Resource Department
Brokenhead Ojibway Nation
Box 180
Scanterbury, Manitoba R0E 1W0
hr@brokenheadojibwaynation.com
Fax: (204) 766-2021

We thank all who apply and advise only those selected for further consideration will be contacted.

The Brokenhead Ojibway Nation is committed to equity in employment.

Posted: March 4, 2025