



Anishinaabe Child & Family Services

Head Office

Fairford, Manitoba R0C 0X0

Tel: (204) 659-4546 Fax: (204) 659-5877



Outreach Office 401-288 Smith Winnipeg, MB R3C 1K4 Tel: 942-0788 Fax: 957-1734	Lake MB FN Box 1248 LMFN, MB R0C 3K0 Tel: 788-2317 Fax: 788-9007	Ashern PO Box 451 Ashern, MB R0C 0E0 Tel: 768-2852 Fax: 768-2830	Pinaymootang First Nation Fairford, MB R0C 0X0 Tel: 659-5707 Fax: 659-5877	Little Saskatchewan First Nation St. Martin, MB R0C 2T0 Tel: 659-4403 Fax: 659-5391	Lake St. Martin First Nation Gypsumville, MB R0C 1J0 Tel: 659-6856 Fax: 659-5724	Dauphin River First Nation Gypsumville, MB R0C 1J0 Tel: 659-6810 Fax: 659-5816
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EMPLOYMENT OPPORTUNITY

INFORMATION TECHNOLOGY (IT) SUPPORT OUTREACH OFFICE

FULL-TIME PERMANENT

Anishinaabe Child & Family Services is seeking one (1) full-time **Information Technology (IT) Support** to maintain and manage all networks and data systems within the agency to work out of the Outreach Office at 56-1313 Border Street, Winnipeg, Manitoba.

GENERAL RESPONSIBILITIES:

Under the direct supervision of the Executive Director, the IT support will maintain and monitor all networks, hardware, software, and connectivity systems. The IT Support will also analyze and resolve user hardware/software computer problems in a timely and accurate manner.

QUALIFICATIONS:

- College diploma, university degree in the field of computer science and/or 5 years equivalent work experience.
- Excellent interpersonal/communication skills with the ability to present ideas in a user-friendly manner.
- Experience with a Virtual server environment, and excellent technical knowledge of network and desktop hardware, and hands-on hardware troubleshooting experience.
- Knowledge of Microsoft Office software, installation, troubleshooting, PC hardware, Microsoft applications (Windows, Office, Remote desktop services.)
- Knowledge of firewalls, Microsoft, database server installation and management.

KEY RESPONSIBILITIES:

- Ensure efficient operation of IT network utilized by the agency. Manage all servers and their associated operating systems/software.
- Manage security solutions including firewall, anti-virus, and intrusion detection systems.
- Perform system backups and recovery, as well as server security audits.
- Recommend, schedule, and perform network improvements, upgrades and repairs.
- Ensure network connectivity of all workstations. Prepare, maintain, uphold procedures for logging, reporting, and statistically monitoring of network workstation operations.
- Ability to travel to First Nations Communities served by ACFs.
- Must have access to reliable vehicle, and valid driver's license.
- Ability to work as a team member.
- Self-motivated and can work with minimal supervision.
- Knowledge and understanding of First Nations tradition and values.
- Ability to speak an Aboriginal language will be considered an asset.
- Applicant will be subject to a Child Abuse Registry, Police Records Check and Agency Prior contact check.

DEADLINE FOR RESUMES: January 23, 2020 @ 1:00 PM

PLEASE SUBMIT COVER LETTER, RESUME WITH THREE (3) REFERENCE LETTERS TO:

Henrietta Pratt
HUMAN RESOURCES MANAGER
Anishinaabe Child & Family Services
56 – 1313 Border Street
Winnipeg, Manitoba R3H 0X4
Email: Gillian.Anderson@anish-cfs.org
Fax: 204-957-1734

We thank all that apply, however, only those selected for interview will be contacted.

“Our Families; Our Foundation For Strength and Unity”