



**Kinooaadziwin Education Body**  
**INFORMATION TECHNOLOGY ASSISTANT**  
**Employment Opportunity (Part-Time Contract until February 2023)**

## **SUMMARY**

The Information Technology (IT) Assistant will work with the IT Lead and the Senior Operations Manager to provide strategic and responsive technology support to the Kinooaadziwin Education Body (KEB). As a youth employment opportunity under the First Nations and Inuit Youth Employment Strategy, this role is intended to provide learning experiences through employment. Key skill developments include research and planning, learning new technology systems, on-site training related to IT software and hardware.

Responsibilities of the IT Assistant include:

- Providing computer support for the Information Technology Lead and the KEB staff.
- Offering helpdesk support and administrative tasks for the IT department.
- Assisting with the Information Technology planning and inventory of IT systems.
- Involvement with planning and organization of the KEB's future IT requirements.
- Assisting with IT planning and coordination of meetings using existing software applications.
- Learning about and promoting future Information Technology applications.
- Assisting with the building of Microsoft SharePoint back-end applications and Intranet
- As required, the IT Assistant will perform other duties that support the IT Lead, and the overall IT department for the KEB.

## **REQUIREMENTS**

This position requires an individual with the following knowledge, skills, and personal characteristics:

- Must be a First Nation or Inuit youth between the ages of 15 and 30 years (inclusive) at the start of employment
- Must be a youth who is not in school, who is unemployed or underemployed
- Must be a youth who is ordinarily resident on reserve or in recognized communities or on community lands
- Must not have previously participated in the First Nations and Inuit Youth Employment Strategy program
- Post-secondary diploma or certificate in computer science, or an acceptable combination of education and relevant experience
- Some knowledge of computer networks, network administration and network installation
- Familiarity with installing and administering computer hardware and software
- Ability to work in a close team environment with others
- Ability to work in a team and take independently
- Strong communication skills
- Computer literacy (Microsoft 365 Suite, Adobe, Server 2016/2019, Fortinet, Veeam and VPN)
- Dependability, reliability, and ability to travel
- Creativity and innovation
- Valid driver's license
- Satisfactory criminal records check and vulnerable sector screening
- Must be legally entitled to work in Canada

## **OTHER DETAILS**

This is a part-time contract position supported by First Nations and Inuit Youth Employment Strategy, for 21 hours per week, until February 2023, at \$20.00 per hour. This position is located at the KEB head office on Nipissing First Nation.



**Kinooaadziwin Education Body  
INFORMATION TECHNOLOGY ASSISTANT  
Employment Opportunity (Part-Time Contract until February 2023)**

**CLOSING DATE**

Applications for this position will be accepted until 4:30 p.m. on **Friday, July 29, 2022.**

**Please submit your covering letter, resume, and three references to:**

Andrea Crawford  
Senior Operations Manager  
Kinooaadziwin Education Body  
Suite 100-132 Osprey Miikan  
North Bay, ON P1B 8G5  
[andrea.crawford@a-e-s.ca](mailto:andrea.crawford@a-e-s.ca)  
705-477-4149