



Kinooomaadziwin Education Body

INFORMATION TECHNOLOGY COORDINATOR

PERMANENT, FULL-TIME JOB POSITION

SUMMARY

The Information Technology (IT) Coordinator reports to the IT Manager and works collaboratively with the IT team to maintain and enhance the KEB IT systems, including installing and configuring software and hardware, monitoring system performance, troubleshooting issues, providing technical support, and training to the KEB employees and providing input into the KEB IT plan.

DUTIES AND RESPONSIBILITIES

Planning and Leadership

- Provide training and IT support for KEB employees, contractors, and Board members on hardware and software, including:
 - a. providing IT orientation to new employees and Board members;
 - b. training staff and Board members on how to use hardware, software, and cloud-based services; and
 - c. providing individual training and support on request.
- Research, evaluate, and recommend hardware and software purchases and IT services to the IT Manager.
- Work with the IT team and KEB management to develop and implement a comprehensive IT plan to address technology resources supporting the organization's current and future requirements.
- Participate in annual strategic planning as it relates to IT requirements, as needed.
- Assist in budgeting for IT expenses, including the purchase of new equipment and software, when necessary.
- Provide remote and on-site technology support at KEB events and meetings, as required.
- Perform backups and restore lost data, as needed.
- Assist with disaster planning.

Infrastructure

- Support the development, implementation, and maintenance of the KEB's SharePoint system.
- Install, upgrade, troubleshoot, and manage KEB hardware, software, and networking components.
- Assist with the management of software licensing.
- Ensure that user accounts are connected with appropriate servers, cloud services, and applications seamlessly.
- Manage and maintain KEB servers.
- Assist in providing network access to all KEB employees.
- Prepare and install workstations with the required hardware and software for new and existing employees.
- Assist in the setup, monitoring, and enforcing of the digital security products implemented in the KEB's IT infrastructure including, but not limited to, authentication, identity protection, malware/ransomware, etc.

- Identify and prepare hardware for secure and efficient disposal when appropriate.

Policy and Administration

- Support the development, implementation, and maintenance of IT policies and procedures, as required.
- Ensure compliance with IT policies and support security awareness by reporting and documenting security incidents.
- Assist in maintaining a current and accurate inventory of technology, hardware, software, and resources.
- Maintain IT logs and lists of required repairs and maintenance.
- Advise appropriate staff of any security breaches and/or changes in organizational security status, as required.
- Ensure the effective maintenance of document management systems.

OTHER DUTIES

As required by the IT Manager, the IT Coordinator will perform other IT-related duties to support the priorities of the organization.

QUALIFICATIONS

- Diploma or degree in Computer Science, Information Technology, or Information Systems.
- Minimum of five years of experience in an IT position.
- Proficient knowledge of computer hardware, Microsoft operating systems and applications, and network administration.
- Experience with Microsoft 365 Tenant administration including Entra, Intune, Exchange, Defender, SharePoint, Teams, and other components.
- Experience with Fortinet network solutions, EDR and RMM products, Lenovo laptops and servers, and digital A/V equipment would be an asset.
- Experience in network management, training, and help desk support.
- Ability to work in a team environment and also independently.
- Ability to explain technical concepts to non-technical users.
- Ability to speak Anishinaabemowin, or willingness to learn Indigenous language.
- Outstanding organizational and time management abilities.
- Excellent documentation, communication, and interpersonal skills.
- Strong troubleshooting, analytical, and problem-solving skills.
- A passion for learning new products and technologies in a constantly changing IT landscape.
- Strong ethics, dependability, and reliability.
- Flexibility and adaptability to changing priorities and circumstances.
- Ability to lift and move computer hardware and audio/visual equipment is an asset.
- Ability to travel to KEB events and meetings and assist as needed with the setup, operation, and take down of audio/visual equipment.
- Valid driver's license.
- Satisfactory criminal records check and vulnerable sector screening.

LOCATION & HOURS OF WORK

This position is based at the KEB head office, located at Suite 100-132 Osprey Miikan, Nipissing First Nation, North Bay. Standard hours are 8:30 a.m. to 4:30 p.m., with a one-hour lunch break. Some overtime may be required with notice, including evening or weekend work. Occasional

travel is required for KEB meetings and events.

SALARY & BENEFITS

The salary for this position is \$82,227.41 to \$87,235.06, based on your qualifications, experience, and competencies. We offer a competitive benefit package (health, dental, vision), pension plan (Ontario Teachers' Pension Plan or Group Pension Plan) and a supportive work environment dedicated to your professional growth.

CLOSING DATE

We are accepting applications until 4:30 p.m. on Friday, **September 18, 2026**. Interviews are scheduled the week of **September 28, 2026**. Please note that only those selected for an interview will be contacted.

HOW TO APPLY

We encourage applications from members of the Participating First Nations or individuals of Indigenous ancestry. Proficiency in Anishinaabemowin or Lunaapeew is an asset, though a willingness to learn is equally valued. The successful candidate will be required to hold a valid driver's license, submit a satisfactory criminal records check, and comply with KEB's policies. Please submit your resume, cover letter, and three work-related references to:

Colleen Sheriff
Human Resources Manager
Kinoomaadziwin Education Body
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North Bay, ON
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