



## NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

### SYSTEMS ADMINISTRATOR – FULL TIME

Nogdawindamin Family and Community Services, an expanding native child welfare agency serving member First Nations situated between Sault Ste. Marie and Sudbury, is seeking to hire a **Systems Administrator**. This position will be based out of our office in **Batchewana First Nation**.

#### Overview of Responsibilities

Reporting to the Manager of Information Technology, the Systems Administrator is responsible for systems development, systems support, routine maintenance of hardware and software, backing up and archiving all documents and data files and assisting with teaching new staff to use Agency computers and systems. The Systems Administrator is responsible for providing hardware and software support to all Agency locations and for installing, configuring and maintaining computer equipment, software, systems and other hardware.

#### Qualifications

##### Education and Experience Requirements

- Degree in Computer Science/Software Engineering or related IT discipline
- Certification in A+ and Microsoft Certified Professional would be preferred
- Three (3) years' experience developing and maintaining Information Technology infrastructure and working with and configuring network environments with firewalls, IP subnets, VPNs, electronic mail operations and remote communications
- Three (3) years' experience in complex system design, programming and systems software and support
- Experience working with Aboriginal people, organizations and communities

##### Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of Windows Operating Systems and network operating systems
- Knowledge of programming languages and operating systems
- Knowledge and proficiency in personal computer technology and peripherals, application software, operating systems, diagnostic software, anti-virus programs, software images and recovery procedures

##### Special Skills & Abilities

- Proficient computer skills with MS Office Software, networking and other software
- Excellent analytical and research skills
- Excellent interpersonal and customer service skills
- Excellent conflict resolution and problem solving skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Ability to attend to detail
- Ability to communicate in user-friendly language
- Ability to develop and configure complex information technology systems
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to adapt to manage change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

##### Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have a \$1M automobile insurance

Please submit a job related resume and cover letter along with three work related references by,  
**Thursday, May 5, 2016**

#### **Hiring Committee**

Nogdawindamin Family and Community Services  
210B Gran Street, Batchewana First Nation, ON P6A 0C4  
FAX (705) 946-3717  
[hr@nog.ca](mailto:hr@nog.ca)

*Preference will be given to applicants of native ancestry.*

***Incomplete or late applications will not be accepted***

*We thank all applicants for their interest; however only those selected for an interview will be contacted.*

***A full job description is located on our website at [www.nog.ca](http://www.nog.ca)***