



## Anishinabek Employment and Training Services

Serving the First Nation Citizens of: Animbiigoo Zaagi'igan Anishinaabek, Biigtigong Nishnaabeg, Biinjitiwaabik Zaaging Anishinaabek, Bingwi Neyaashi Anishinaabek, Kiashke Zaaging Anishinaabek, Michipicoten First Nation, Pays Plat First Nation, Pic Moberg First Nation, and Red Rock Indian Band.

### **Systems Officer – Thunder Bay** (Up to 27 month Full Time contract starting in January 2019)

Under the direction of the Executive Director, the incumbent will be responsible for the effective operation of Information Technology (IT) services and program support across the organization. This individual will engage both strategic and tactical planning, as well as identifying, selecting, and deploying the appropriate systems and related resources that will support organizational goals and objectives. The role will maintain and enhance the information technology with a focus on the organizations database, to also help strengthen each of the member communities within the North Superior region. In order to succeed, the position will include but not limited to, working with staff, committees, stakeholders, participants, potential participants to:

- Support the utilization of IT for organizational services and programs
- Provide basic internal IT support and optimize the use of social media for business purposes
- Oversee website functionality and development enhancements
- Assist with managing the Database System and associated subsystems, including but not exclusive to organization computers and inventory system
- Deliver user support on software and/or the Promethean smart boards, and plan end-user training as required
- Create, modify, and improve current systems processes, using knowledge and experience in information technology to ensure appropriate accuracy of data. This work includes the creation of all plans for ensuring functionality, data consistency, security and usability of systems aligned with the organization's priorities and enabling staff to do their work effectively
- Diagnose and resolve performance issues to ensure optimal performance and reliability
- Stay informed on new or emerging trends and technologies, and make recommendations that provide clear benefits to the organization, business partners, and/or customers
- Liaise with vendors and service providers to ensure efficient and cost-effective acquisition of technology purchases
- Deliver status reports as required
- Other systems duties will be assigned as necessary.

**Qualifications:** Post-Secondary Business or related Diploma/Degree preferred. Experience in service delivery of labour market programs; or a combination of education & training with minimum of 3 years' experience in labour market program delivery and working with a client database. Excellent interpersonal skills; a strong working knowledge of Microsoft Office including Access, Excel, PowerPoint, Publisher and Outlook; previous experience in working with First Nation clients; Valid Class G Driver's Licence and willingness for some travel preferred.

Interested candidates are invited to submit a cover letter (including a salary range), resume and the names of three references by Friday December 14, 2018 at 12:00pm via [aets@aets.org](mailto:aets@aets.org) to:

Recruitment Committee  
c/o Anishinabek Employment and Training Services  
285 Red River Road, Thunder Bay, Ontario, P7B 1A9

**First Nation Citizens of the AETS nine member participating communities are encouraged to apply. Applicants are asked to identify the First Nation Community in the requested cover letter.**

We appreciate your interest; however, only those interviewed will be notified.