



BINGWI NEYAASHI ANISHINAABEK

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Satellite Office: 292 Court Street South, Thunder Bay, ON P7B 6C6

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Network Technician (Internship)

Thunder Bay

About Us Bingwi Neyaashi Anishinaabek (BNA) is a small First Nation with offices in Thunder Bay. We are growing rapidly expanding community services and infrastructure while redeveloping our land base on the shores of Lake Nipigon. In addition to the band offices, property management company and family resource centre in Thunder Bay, our operations include a new housing development, campground, sawmill, gravel pits and a heavy equipment operation at Sand Point.

We believe we can offer an exciting and fulfilling career opportunity for recent graduates with a passion for network development, information systems and technology who want to develop their skills.

Job Description The role of the Network Technician Intern will be to organize, maintain, develop and document our local area networks (LANs), virtual private networks (VPNs), WiFi networks, websites, databases and related technical, infrastructure to support the band office, clinics, family centre, education/cultural programming, business operations and community development. Duties will include:

- Establish and operate a help-desk and database (eg. an inventory and maintenance ticketing system) to track the deployment and maintenance of all network/computer equipment, software and related licenses,
- Set up, maintain, and troubleshoot problems with servers, employee workstations, peripheral devices and related cabling,
- Facilitate the development of secure information systems and databases containing protected information,
- Compile and prepare operating procedures and maintenance protocols for existing networks and draft key policies (eg. system security, disaster recovery, file management) to facilitate an organized approach to network management that will support expected growth,
- Develop and maintain First Nation and company websites,
- Coordinate the IT component of First Nation projects which may include preparing budgets, workplans, terms of reference; obtaining pricing and quotations from vendors; and/or monitoring project performance, and
- Research and report on technological advancements

Qualifications: Applicants to hold a degree or diploma in a related field of study such as computer science, technology, engineering, mathematics or business. Excellent verbal and written communication skills required. You must be technically savvy, self-motivated, organized, task-oriented, and a quick learner. A valid Driver's License is an asset and the ability to work independently as well as in a team environment is essential.

Eligibility Requirements (non-negotiable): University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. This position must be the first full-time employment in the candidate's field of study.

Start Date: As soon as possible. Offering a one year contract with possibility of full time employment on completion.

Application Deadline: January 31, 2019.

Please mail applications (including cover letter and resume) to:

Bingwi Neyaashi Anishinaabek
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Thunder Bay, ON P7B 6C6
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FAX: (807) 623-2764

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