

Long Lake #58 First Nation

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EMPLOYMENT OPPORTUNITY

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

Information Technology Coordinator – (Full Time)

LL58FN is seeking an experienced professional to fill the role of Information Technology Coordinator for its IT Department. Reporting directly to the Information Technology Manager, the IT Coordinator is responsible for the coordination and administration within the IT Department. Occasional travel and flexibility to work outside of regular office hours may be required.

Duties and Responsibilities:

- Coordinate IT Department operations to ensure efficiency and compliance to the LLL58FN staff
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Act as link between end users and higher-level support
- Manage phone calls and correspondence and redirect them when necessary
- Prepare and disseminate correspondence, memos and forms
- Develop and maintain a filing system
- Check frequently the levels of office supplies and place appropriate orders
- Document expenses and hand in reports
- Assist IT Department whenever necessary
- Create and update records and databases with personnel, financial and other data
- Submit timely reports and prepare presentations/proposals as assigned
- Aid in the submission of funding proposals related to IT expenditures and IT development
- Support budgeting and bookkeeping procedures

Qualifications/Skills/Must Haves:

- High school diploma or equivalent
- Proven experience as IT Coordinator or similar role
- Familiarity with office organization and optimization techniques
- High degree of multi-tasking and time management capability
- Excellent written and verbal communication skills
- Ability to support the IT department with all things regarding Administration
- Ability to meet deadlines and manage stress effectively in high pressure situations
- Strong sense of discretion, confidentiality, integrity and professionalism required
- Ability to work well with others in a team to accomplish specific directives
- Ability to complete projects, meet deadlines and provide updates to the IT manager
- Ability to learn new policies, procedures, and guidelines that may existing, or modifications that will specifically affect the operations, administration, and governance of the organization
- Ability to assume additional responsibilities that may arise.

Location: Long Lake #58 First Nation

Please call (807) 707-3094 for further information. Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

DEADLINE FOR APPLICATIONS IS 4:00PM, FRIDAY SEPTEMBER 16, 2022