



Employment Opportunity

IT Technician

Department:	IT
Posting Date:	October 31, 2025
Location:	Garden Village, Nipissing First Nation
Schedule:	35 hours per week
Job type:	Full Time – Permanent
Vacancies:	One (1)
Reports To:	IT Supervisor
Salary Wage:	\$25.67/hr

Nipissing First Nation is seeking a skilled and motivated IT Technician to join our team. The successful candidate will provide technical support and maintenance for the Nation's computer systems, networks, and technology infrastructure. This role is essential in ensuring reliable and secure digital operations across all departments.

What You'll Do in the Role

- Setting up workstations with computers and necessary peripheral devices.
 - Troubleshoot hardware or software related issues.
 - Install or configure software, system/program updates or security patches.
 - Employee Onboarding and Offboarding from NFN systems.
 - Data Backup
 - Documentation of support/repairs or procedures.
 - Administration of PBX Phone system.
 - Manage incoming support requests through the ticketing system.
 - General IT Support as needed.
 - Track and manage all IT related assets using asset management tracking software.
 - Set up IT equipment for room bookings, meetings, events as needed such as projectors, computers, network, and sound equipment.
 - Support Live Streams for special events.
 - Update content for NFN Websites, Portal and SharePoint as needed.
-



Employment Opportunity

IT Technician

♥ ♥ Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

🌴 Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

🌿 Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

🔧 What You Bring to the Table

- Must have a Minimum of 2 years IT work experience
- Must have a Post-Secondary/Certification related to Information Technology.
- Systems and Network Administration Diploma or similar; considered an asset.
- CompTIA A+ Certification; considered an asset.
- Intermediate or advanced knowledge of Windows based operating systems.
- Respect for Indigenous culture and willingness to learn Ojibwe.
- Excellent Analytical and problem-solving abilities
- Strong Communication Skills
- Ability to be effective with Time Management
- Ability to work individually or in a Team environment.

📅 Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.



Employment Opportunity

IT Technician

Round 1 – Closing November 14, 2025.

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing November 21, 2025.

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing November 28, 2025.

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 resumes@nfn.ca

 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.***