



# Job Opportunity

## IT Technician



---

Department:	IT
Posting Date:	April 17, 2026
Location:	Garden Village, Nipissing First Nation
Schedule:	35 Hours per Week
Job type:	Permanent Full Time
Vacancies:	One (1)
Reports To:	IT Supervisor
Starting Salary Range:	\$45,791.40 to \$50,541.40

---

Nipissing First Nation is seeking a highly organized, detail-oriented, 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.

### 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



# Job Opportunity

## IT Technician



### 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.**

<p><b>Round 1 – Closes May 1, 2026</b> <i>Open to registered Nipissing First Nation (NFN) members only</i> Applications received by the Round 1 deadline will be screened at this stage.</p>
<p><b>Round 2 – Closes May 8, 2026</b> <i>Open to registered NFN members, spouses and children of registered NFN members, and registered members of other First Nations.</i> If the position is not filled in Round 1, applications received by the Round 2 deadline, including any additional eligible Round 1 applicants, will be screened at this stage.</p>
<p><b>Round 3 – Closes May 15, 2026</b> <i>Open to all qualified applicants.</i> If the position remains unfilled, applications received by the Round 3 deadline will be screened at this stage.</p>

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:



# Job Opportunity IT Technician



✉ [resumes@nfn.ca](mailto:resumes@nfn.ca)

🕒 **Deadline: 4:00 p.m. on the date assigned to your eligibility round**

## **🏹 Are You a Member of NFN?**

Nipissing First Nation is committed to increasing employment opportunities for our members and strongly encourages qualified NFN members to apply.

Applicants are expected to meet the essential qualifications identified in the posting. Transferable skills may be considered and reasonable on the job training may be provided where operationally appropriate. Positions requiring specific credentials, licenses, or regulated qualifications must be met at the time of application.

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

## **Interview Preparation Support for NFN Members and affiliates**

For resume assistance or information about employment and training programs, please contact Thomas Lambert, Employment and Training Manager, at [thomasl@nfn.ca](mailto:thomasl@nfn.ca) or 705 753 2050 ext. 6985.

Nipissing First Nation also offers interview preparation support through the Human Resources Department for NFN members who are selected for an interview. Members who wish to access this support should indicate their interest when submitting their application. Participation in interview preparation does not influence the selection decision.

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