**First Nations
Technology Council**

Leading the Advancement of Digital Technologies in First Nations Communities.

Network Administrator

The First Nations Technology Council is seeking an experienced and dynamic Network Administrator to support the technological infrastructure needs of its growing operations and program deliveries. Reporting to the Director, Strategic Initiatives, this Network Administrator supports the planning, procuring, deploying, networking, and hardware and software installations and solutions across the organization, with specific attention to the needs of our training programs across the province. Working with the Director of Skills Development, this role will require attention to detail, relevant experience and skill in the preparation activities to mobilizing the setup of training labs as needed throughout the Province. This role is the ideal fit for an innovative systems thinker with the technical ability to work collaboratively to create and support technological infrastructure for the organization and on-site partners across the province.

About the Role: Primary Responsibilities

- Supports the maintenance of technical components at the organization, including equipment, hardware, software applications, networking, and connectivity.
- Supports the Director of Skills Development in the research, procurement, and contracting of hardware and software vendors and technical service providers for Technology Council training locations across the province.
- Conducts training site assessments and makes recommendations for infrastructure upgrades to support digital skills training.
- Assists in the creation of onsite and offsite student computer labs. This includes loading all computers with required software and activating licenses.
- Leads the purchasing, tracking and shipping of all student hardware, and software.
- Supports troubleshooting with student computers and if required facilitates accessing warranty information.
- Provides direction to the Technology Council's regional service delivery teams throughout the province to ensure that all classroom computers, peripherals, and connectivity are technically adequate to meet classroom and online instruction requirements.
- Works collaboratively with external partners and third-party organizations to achieve planned project outcomes, on time and on budget. Represents the Technology Council in a professional manner.
- Addresses and resolves technical support issues that may arise through program delivery or within the offices of the First Nations Technology Council. The mean-time-to-repair (MTR) will be established within program delivery constraints set out by the Director of Skills Development.

About

The First Nations Technology Council is an Indigenous-led organization that serves all 203 First Nations communities across British Columbia, working to ensure that Indigenous peoples have full and equitable access to the tools, training and support to maximize the opportunities presented by technology and innovation. The Technology Council sees the strengthening of local Indigenous economies and the empowering of Indigenous innovators as contributing to Indigenous self-determination and nationhood.

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Additional Responsibilities

- Working across the organization, supports the oversight of software platforms and core and ancillary software applications, including desktop, network, and server security, including storing and safeguarding confidential data. Ensures that the Technology Council's digital files, data, and other intellectual property are safeguarded at all times.
- Makes recommendations to inform the organization's technology budget.
- Supports the creation of presentations, performance reports, and other reports for Technology Council executive and stakeholders.
- From time to time, the Network Administrator may be required to work with the COO and Finance department as the need arises with respect to procurement.

Skills and Abilities

- Specialized knowledge of and experience with computer systems, information technology, current hardware and software applications.
- Ability to support and troubleshoot in a PC environment.
- Ability to support and troubleshoot in a MAC environment.
- Keen interest in the latest technology and innovation trends.
- Ability to synthesize complex information to create concrete project and implementation plans.
- Ability to prioritize, including ability to manage multiple complex files and competing priorities.
- Presentation skills with the ability to present technical information that is understandable to non-specialists.
- Ability to represent the Technology Council in a professional manner when engaging with First Nations communities and service organizations, all levels of government, and private sector.
- Ability to travel as required.

Requirements

- Minimum Bachelor's Degree in computer science, information technology, other coding/programming or related field, or a relevant combination of education and experience in technology sector.
- Experience planning for and operating computer labs both on-site and remotely. Experience with networked classrooms and setup for educational environments an asset.
- Interest in BC technology sector, major organizations and stakeholders.
- Proficiency with MS Office applications.
- Proficiency with standard project management software.
- A valid BC driver's license and willingness and ability to travel throughout BC.

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Supervision

- This position resides in the Technology and Innovation Division and reports directly to the Director, Strategic Initiatives, with a close working relationship with the Director of Skills Development. This position works across the organization to support the achievement of Technology Council strategic and operational goals.

Location

- This position is located at the First Nations Technology Council headquarters in North Vancouver, B.C. This position also travels to locations across B.C. from time to time.

How to Apply

Applicants identifying as Indigenous to North America are strongly encouraged to apply. We thank all applicants for applying. All applications will be treated with strict confidentiality.

To apply, send a current resume or CV and a cover letter explaining your interest by January 17, 2019.

To: jobs@technologycouncil.ca

Please use subject line: Network Administrator