

INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: System Administrator

Background:

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa Education Department supports quality, accessible, community-based educational services for eight Matawa First Nations communities of Aroland, Eabametoong, Nibinamik, Long Lake #58, Ginoogaming, Neskantaga, Marten Falls and Webequie First Nations. In addition to providing advisory services to Education Authorities and Matawa First Nation leadership, the Education Department administers post-secondary support services for 5 Matawa First Nations; operates the Matawa Learning Centre, a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 6 communities.

Matawa is inviting applications for the position of System Administrator with the Matawa Education Department.

Position Summary:

The System Administrator will ensure that technology infrastructure that is required to support the needs and growth of the PASS Program as well as the Matawa Education Department is available and able to operate effectively and efficiently. The System Administrator takes a lead role in the installation, administration and support of Matawa Education systems within the department and Matawa schools. The System Administrator will lead the development and implementation of IT and Security policies, procedures, standards, and guidelines which are required to support effective planning, maintenance and management of the Matawa Education Department systems.



Preferred Qualifications and Experience:

The ideal applicant will have:

- Completion of a post-secondary program in information technology, or an equivalent combination of education and experience
- Strong knowledge and understanding of Mac and Windows technologies and their integration; specifically related to Education
- Strong understanding of TCP/IP network protocols and client and server architecture
- Basic understanding of different flavors of Linux (e.g., RedHat, CentOS etc.)
- Thorough understanding of Apache and Tomcat configuration, support and maintenance
- Understanding of school and community needs which utilize remote satellite internet access is advantageous
- Experience installing/configuring Microsoft Servers and Mac OS X operating systems and related software as well as integration
- Experience in assembly and mounting of Server Racks, and creating and testing cabling;
- Configuring local area network security, wired and wireless routers and printers;
- Experience with Mac OS X and MySQL administration
- Fluency in Ojibway or Oji-Cree is considered an asset.

Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills; demonstrated ability to work effectively with teachers, principals, students, administration, government and First Nations; and hold a valid driver's license or the ability to obtain.

This position is based in Thunder Bay, Ontario, with travel to remote and isolated communities as needed. This position is a contract position to March 31, 2018 with the possibility of extension pending funding and a successful performance review.

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website:

www.matawa.on.ca.



Please send your cover letter and resume with three employment references to:

Matawa First Nations Management
Attn: Sharon Nate, Education Manager
28 N. Cumberland St. Suite 500, 5th Floor
Thunder Bay, ON P7A 4K9
RE: Application

Fax: (807) 768-3301
Email: snate@matawa.on.ca

We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.

Application Deadline: September 12, 2017 @ 4:30 p.m. ET

