



Job Opportunity

Position:	IT & Communications Support Competition #2025-38
Conditions:	Full-time, Permanent
Department:	IT & Communications
Location:	865 Main Street, Winnipeg, MB
Closing Date:	Open until filled
Salary Range:	\$50,000.00-\$60,000.00

Shawenim Abinoojii is a non-profit service provider and Southeast First Nations-led organization. We offer comprehensive benefits, a rewarding work environment, and opportunities to challenge yourself, apply your skillset and be a part of a unique First Nations-led service model.

BENEFITS:

- ✓ Competitive salary
- ✓ Personal leave days and paid sick time
- ✓ Employer-matched Pension plan
- ✓ Comprehensive health and dental benefits package
- ✓ On-site parking
- ✓ Paid professional development

OVERVIEW:

Reporting to the IT & Communications Supervisor, the IT & Communications Support provides technical assistant to Shawenim Abinoojii Inc. This position is responsible for ensuring reliable communication tools and IT services. The IT & Communications Support is also responsible for monitoring all social media platforms and drafting communication media. This position will require regular travel to our eight (8) Southeast First Nations communities.

KEY RESPONSIBILITIES:

Technical Support

- Provide first-line technical support to staff for hardware, software, network and communication issues
- Troubleshoot system errors and implement effective solutions in a timely manner
- Install, configure, and maintain computer systems, printers, mobile devices and other IT-related equipment
- Manage user accounts, permissions and password across the organization
- Maintain accurate records of issues, resolutions and system changes
- Maintain IT-related office equipment
- Maintain an inventory of all IT and related office equipment and supplies

Network and Systems Management

- Monitor and maintain LAN/WAN connectivity, servers, Wi-Fi networks and security cameras
- Assist with patching and system updates
- Assist with SharePoint and Teams data management
- Monitor the organization's network drives to ensure databases are effectively managed and secure
- Liaise with external vendors and service providers for technical support and communications requests as required
- Install and maintain Starlink devices in communities

Communications Support

- Administer and support the organization's communication systems, including phones, video conferencing and email platforms
- Assist with setup and support for virtual meetings
- Monitor and maintain Social Media platforms
- Draft organization-wide communications for both internal and external use
- Assist with the ongoing maintenance of the organization's website
- Draft communications, documentation and postings

Documentation

- Maintain physical and electronic filing systems
- Develop and distribute information, promotional and program material
- Maintain and distribute an organizational chart and organizational contact lists

General

- Assist with employee IT onboarding and offboarding processes

QUALIFICATIONS:

- Post-secondary training in the field of IT or Computer Science and Communications, required
- 2 years directly related IT & Communications experience, required
- Proven skills in developing and maintaining websites and social media platforms
- Advanced experience working with Adobe Creative Cloud
- Advanced proficiency in MSOffice 365 programs
- Strong interpersonal skills and ability to work in a fast-paced environment with a high attention to detail with accuracy
- Excellent oral and written communication skills and awareness of communication best practices and etiquette
- Must possess a high level of creativity
- Ability to prioritize tasks and effectively manage multiple priorities
- Demonstrate knowledge and/or understanding of First Nations perspectives, culture, and philosophies
- Must have a clear child and adult abuse registry checks, criminal record check with vulnerable sector search and Prior Contact Check, required.

- Valid driver's license and a reliable vehicle with a satisfactory driver abstract, required

Please visit our [careers page](#) to view our current opportunities and to submit your application directly:

[View jobs at Shawenim Abinoojii](#)

You are also welcome to apply to recruitment@shawenimabinoojii.org to or drop your resume off at our main office located at 865 Main Street.

WE THANK ALL WHO APPLY HOWEVER ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED. PREFERENCE WILL BE GIVEN TO INTERNAL CANDIDATES, SOUTHEAST COMMUNITY MEMBERS AND SELF-DECLARED CANDIDATES (FIRST NATIONS, INUIT, OR METIS).