



COMMUNITY TECHNOLOGY & IMPLEMENTATION INTERN

Job Description

PURPOSE:

Mitaanjigamiing First Nation is seeking a dedicated and organized Community Technology & Implementation Intern to support staff and membership. The position – with training and support from management and external consultants – will have a key role in supporting the development and implementation of efficient technological systems and programs within the community. This position is a full-time contract position with the possibility of renewal, and is contingent on the availability of funding.

ACCOUNTABILITY:

The Community Technology & Implementation Intern reports to the First Nation Manager. The position will abide by the policies and procedures of Mitaanjigamiing First Nation and be required to attend staff meetings and relevant training and workshops.

DUTIES & RESPONSIBILITIES:

- Manage the community's internal database including implementing cybersecurity measures to protect sensitive information, and archiving of important information (Financials, HR, etc.).
- Creating materials, and hosting training sessions with staff members on necessary processes and systems to build internal capacity.
- Overseeing and implementing community scheduling technology and other calendar management needs of the community.
- Global Administration Management - Installing and updating software applications, shadowing community IT consultants (Printers, Network, etc.) to learn procedures and processes.

QUALIFICATIONS:

- The applicant must self identify as an Indigenous Person (including First Nation, Metis, or Inuit).
- The chosen person must have a willingness to learn new skills and grow within the role.
- Excellent organizational skills are needed with the ability to manage multiple tasks effectively.
- Be comfortable using computers and technology, and open to on-the-job training in IT and systems management. Previous experience in IT will be considered an asset.

TERMS AND CONDITIONS:

- Must provide a vulnerable sector check that is satisfactory to the Mitaanjigamiing First Nation.
- Must sign an Oath of Confidentiality, Declaration of Understanding, Conflict of Interest, and Code of Conduct.
- Must provide immunization record to the Mitaanjigamiing First Nation.
- Must be willing to obtain and keep a valid First Aid Certificate.