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| <b>POSITION TITLE:</b> | INFORMATION TECHNOLOGY – STUDENT                             |
| <b>DEPARTMENT:</b>     | FINANCE & OPERATIONS   |
| <b>REPORTS TO:</b>     | INFORMATION TECHNOLOGY SUPERVISOR                            |
| <b>CLASSIFICATION:</b> | PART-TIME (17.5 HRS PER WEEK) CONTRACT UNTIL AUGUST 25, 2023 |
| <b>LOCATION:</b>       | WHITBY, RAMA FIRST NATION OR PETERBOROUGH                    |
| <b>POSTING DATE:</b>   | MARCH 3 <sup>RD</sup> , 2023                                 |
| <b>CLOSING DATE:</b>   | MARCH 24 <sup>TH</sup> , 2023                                |

As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

### **PURPOSE OF THE POSITION**

This position works alongside the Information Technology team to provide support to our staff as well as completing special projects and assisting with administrative tasks. The ideal candidate will ensure the 7 Grandfather Teachings are always incorporated into their work.

### **RESPONSIBILITIES**

- Conducting inventory checks.
- Assisting staff with technical support.
- Assisting with cell phone configurations.
- Assisting with laptop imaging.
- Assisting with deliveries to various locations.
- Other duties as assigned.

### **POSITION REQUIREMENTS**

#### **Education and Experience Requirements:**

- Completion of at least one year of Post-Secondary Education (Business or Information Technology) and enrolled for September 2023.

#### **Knowledge Requirements:**

- Working knowledge of MS Office: Outlook, Word, Excel
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.



Dnaagdawenmag Binnoojiiyag  
**Child & Family Services**

EMPLOYMENT OPPORTUNITY

- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop.

**Mandatory Requirements:**

- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

**SALARY**

- \$17.50 per hour

**TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected for an interview will contacted.