

## First Nations Education Steering Committee

Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2  
P: 604-925-6087 Toll-Free: 1-877-422-3672

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## ICT System Analyst Join us to make a lasting impact!

The First Nations Education Steering Committee (FNESC) is an independent society led by a strong and diverse board of about 100 First Nations community representatives. FNESC is committed to improving education for all First Nations students in BC. FNESC works in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA), as well as other partner organizations.

We are currently searching ICT System Administrator to play a key role in supporting our commitment to improve education for all First Nation students in BC. This position reports to the Director, ICT department and will provide leadership, guidance and coordination of engagement programs in First Nations and First Nations schools.

### Duties and Responsibilities:

#### *FNESC Network Support*

To ensure daily backups are conducted, to trouble shoot and update software and equipment in the areas of; software, email, internet, network access, research and monitor software/hardware trends for continual improvement and compatibility. Manages all ICT related equipment in the office, namely computers, cell phones, printers, AV equipment, photocopiers, fax machines, fax servers, and network servers.

#### *FNESC Technology Plan*

To administer the approved FNESC Technology Plan to ensure that the objectives of the plan are met and updated. To recommend any ICT acquisitions in accordance with the parameters of the Technology Plan and to make recommendations to the Director of IT or designate accordingly.

#### *ICT Connected Classrooms Support and Co-location administration*

To provide ICT support and general assistance to the Connected Classrooms program as amended from time to time.

#### *ICT Administration*

Manages relationships with vendors and follows FNESC finance policies in regards to payment and invoicing of services for ICT equipment in conjunction with the finance department

### Requirements:

- A technical certificate or diploma in technology and/or A+ certification and a certificate in network administration or equivalent combination of experience and education.
- A minimum of 5+ years as network assistant and 2 years in network administration in a busy office environment;
- An understanding of First Nations history and culture and First Nations education specifically, including challenges and strengths;

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- High level of communication skills, both written and verbal, in order to prepare written ICT guidelines, ICT training and maintain professional communication;
- Ability to identify weaknesses in existing systems and processes and recommend changes to improve them;

This is a full time position based out of the FNESC Office in West Vancouver, BC. The normal office hours are Monday to Friday from 8:30am to 4:30pm. Some weekend and evening work will be required, as will travel throughout the province of BC.

The salary for this position is \$43,860 per year.

We offer full-time meaningful work in a professional, friendly, and respectful office environment which is easily accessible by transit and right next door to Park Royal Mall. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and wellness subsidy for all of our employees.

We thank everyone who applies for their interest in FNESC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

Please send your resume and cover letter to [jobs@fnesc.ca](mailto:jobs@fnesc.ca).