



EMPLOYMENT OPPORTUNITY

Mnaasged Child and Family Services

POSITION TITLE: IT Systems Administrator	CLASSIFICATION: Permanent Full-time
CLOSING DATE: October 19, 2026	SALARY: \$67,191 to \$82,069

GENERAL DESCRIPTION

Mnaasged Child and Family Services is seeking an IT Systems Administrator to support the day-to-day technology needs of our agency. Reporting to the Manager - Information Technology, this role will provide hardware and software support for our core systems, servers, network, telecommunications, infrastructure, and access control solutions.

RESPONSIBILITIES:

Systems & Server Administration

- Administer and maintain on-premise server and virtualized environments.
- Manage Active Directory, Group Policy, user accounts, and permissions.
- Administer Microsoft 365 (Exchange, SharePoint, Teams, OneDrive, Intune) and support cloud-based tools.
- Monitor system performance, apply patches and updates, and support backup/disaster recovery processes.

Network Security & Telecommunications

- Administer and maintain firewall, VPN network, and encryption technologies.
- Support and maintain telecommunication systems.
- Apply information security knowledge to protect agency data and systems.

Physical IT Infrastructure & Access Control

- Support and troubleshoot on-site physical infrastructure: network switches, cabling, servers, and related hardware.
- Coordinate hardware lifecycle management, from procurement to decommissioning.
- Coordinate building access control system, including issuing, resetting, and deactivating access codes/cards for staff.
- Administer the alarm/security monitoring system and liaise with the alarm vendor on account changes.

End-User Support

- Serve as the primary point of contact for employee IT support requests, from troubleshooting to resolution.
- Set up workstations, accounts, and equipment for new hires; manage offboarding of departing staff.
- Maintain and respond to tickets through the IT support system.
- Provide technical support related to CPIN (case management system).

Qualifications

- College diploma, degree or certificate in Computer Science, IT, Network Administration, or related field.
- Experience supporting hardware, software, user accounts, backups, troubleshooting, and basic network operations.
- Ability to maintain documentation, inventory, backups, and user support processes.
- Willingness to learn sector compliance frameworks (i.e., OACAS standards, etc.)

Working Conditions

- Occasional lifting/moving of IT equipment
- May require travel between Mnaasged locations

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Please forward your cover letter, resume and 3 work related references to hr@mnaasged.com

Only those selected for an interview will be contacted.

Mnaasged Child and Family Services provides accommodation for job applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, please advise hr@mnaasged.com.