



EMPLOYMENT OPPORTUNITY

Position Title:	IT & Digital Operations Coordinator
Classification:	Full-time permanent (upon successful completion of probation)
Salary Range:	\$60,000-\$70,000 (commensurate with qualifications and experience)
Start Date:	June 2026
Location:	Magnetawan First Nation, 10 ON-529, Britt, ON P0G 1A0
Hours of Work:	Monday to Wednesday, 8:00 a.m. to 5:30 p.m.; Thursday, 8:00 a.m. to 4:30 p.m.; Fridays and weekends as required.

Position Summary

Magnetawan First Nation is seeking a highly organized and motivated **IT & Digital Operations Coordinator** to support the Nation's growing digital, operational, and governance needs.

This role is responsible for managing IT systems, cybersecurity, digital records, organizational data, and technology infrastructure while supporting all departments in improving efficiency, strengthening information management, reducing risk, and building internal capacity.

The IT & Digital Operations Coordinator serves as a central point of coordination for technology, digital systems, cybersecurity, and operational support across the organization.

Key Responsibilities

IT Systems & Technical Support

- Provide day-to-day IT support (hardware, software, network, printers)
- Manage Microsoft 365 systems including Outlook, Teams, SharePoint, and OneDrive
- Maintain internet, Wi-Fi, and network infrastructure
- Set up, configure, and maintain staff devices including laptops, phones, and tablets

- Troubleshoot system and connectivity issues across departments
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Asset & Technology Management

- Maintain a complete inventory of all IT and digital assets
 - Track assignment of assets to staff and departments
 - Manage asset lifecycle
 - Conduct regular asset audits and reconciliation
 - Ensure proper return and tracking of physical assets during staff offboarding
 - Work with Finance to support asset tracking and reporting
 - Develop and maintain asset management procedures and standards
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Cybersecurity & Risk Management

- Monitor and respond to cybersecurity risks including phishing attempts, breaches, and suspicious activity
 - Implement and maintain IT and cybersecurity policies and procedures
 - Manage system backups and disaster recovery processes
 - Ensure compliance with privacy, data protection, and information security standards
 - Support organizational risk management related to technology and digital systems
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License & Systems Management

- Manage software licenses, subscriptions, and user access
 - Track renewals, usage, and compliance requirements
 - Coordinate system permissions and access across departments
 - Optimize software usage and reduce unnecessary licensing costs
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Information & Records Management

- Develop and maintain digital filing systems and organizational standards

- Organize shared drives and departmental records
 - Support transition toward paperless systems and digital workflows
 - Ensure secure storage, retention, and access to sensitive information
 - Support information governance and records management initiatives
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Onboarding & Offboarding

- Set up IT access for new staff including email accounts, permissions, and systems access
 - Conduct IT onboarding for employees and provide orientation to organizational systems
 - Manage staff offboarding processes
 - Ensure continuity and proper transfer of digital files when staff leave the organization
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Staff Training & Support

- Deliver staff training on IT systems, cybersecurity awareness, and data protection
 - Provide guidance related to:
 - phishing awareness
 - digital security
 - data handling
 - Microsoft 365 tools
 - Support staff in improving digital literacy and system usage
 - Track completion of mandatory online training requirements where required
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Website & Digital Communications

- Manage and update the Magnetawan First Nation website (WordPress)
 - Post job opportunities, notices, newsletters, and community updates
 - Support digital communication tools and online engagement initiatives
 - Work collaboratively with Communications staff as needed
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Vendor & Procurement Coordination

- Coordinate with IT vendors, internet providers, software vendors, and external service providers
 - Track contracts, renewals, warranties, and service agreements
 - Obtain quotes and support procurement processes for technology and digital systems
 - Assist with vendor coordination and troubleshooting support
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Projects & Systems Development

- Lead and support digital initiatives including:
 - website improvements
 - digital forms and workflows
 - systems upgrades
 - process automation
 - Support long-term initiatives such as development of a future member portal
 - Assist with implementation of organizational technology projects
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Event IT & Audio-Visual (AV) Support

- Set up, operate, and troubleshoot audio-visual equipment for meetings, workshops, and community events
 - Support hybrid meetings (in-person and virtual/Teams)
 - Ensure sound systems and presentation equipment function properly during meetings and events
 - Maintain AV equipment inventory and setup standards
 - Provide on-site technical support during key events as required
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Administrative & Operational Support

- Assist with governance-related digital records and documentation
- Support departments with operational technology needs

- Provide general digital systems support across the organization
 - Perform other related duties as assigned
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Qualifications

- Diploma or degree in Information Technology, Computer Science, or related field (or equivalent experience)
- Minimum 2–3 years experience in IT support, systems administration, or digital operations
- Strong knowledge of Microsoft 365 and network systems
- Experience with cybersecurity practices and data protection
- Experience with website management (WordPress preferred)
- Strong organizational, communication, and problem-solving skills
- Ability to work independently and support multiple departments simultaneously

SPECIAL REQUIREMENTS:

Confidentiality: The incumbent must maintain strict confidentiality in performing the duties. The incumbent must adhere to the Magnetawan First Nation Personnel Policy.

A current **CPIC** with a vulnerable sector check is required.

How to Apply: Interested applicants may apply, in confidence, by sending a cover letter, resume, photocopies of education diploma by mail, hand deliver or email to

**Magnetawan First Nation
10 ON-529, Britt, ON P0G 1A0
Email: recruiter@magfn.com
Closing date: Open until filled**