

Employment Opportunity

Selkirk First Nation

POSITION: GIS / COMPUTER SUPPORT TECHNICIAN (TRAINEE)
DEPARTMENT: Lands, Heritage and Resources/Governance
SUPERVISOR: Lands Manager/Executive Director
SALARY LEVEL: Level 6 - \$30.66 to \$36.80 per hour
STATUS: One-year term (extension possible)
CLOSING DATE: January 4, 2021

Job Summary

This is a **training opportunity** to provide one individual with the opportunity to be mentored and trained by current incumbents of these two positions. Activities of both positions have strong computer and technical aspects, so it is important that the successful candidate have high computer literacy. **Candidates who do not possess all required qualifications may be considered for hire in an underfill capacity.**

GIS (Geographical Information Systems) Technician/Mapper - Reporting to the Lands Manager, the GIS Technician/mapper is responsible for the organization and application of the Geographical Information System for the SFN providing required information for any economic development initiatives such as mining from a knowledge base that reflects the Northern Tutchone culture, traditions and practices.

Computer Support Technician – Reporting to the Executive Director this position provides Help Desk support, maintenance, and technical assistance to end users (staff) at the Selkirk First Nation including computer hardware and software issues, working with an IT contractor to ensure the SFN internal network is functioning adequately and securely.

Education/Experience

- Completion of Grade 12, with a combination of education, training and/or experience working with computer systems and software and/or coursework in related fields (GIS, geography, mapping, systems, computer support, etc.)

Knowledge and Skills

- Ability to communicate effectively – to instruct others on basic computer skills and relay complex information in an easily understandable manner
- Ability to work and problem solve independently, often working to tight deadlines
- Strong ability and willingness to learn, including through distance learning
- Knowledge of SFN traditional territory
- Strong customer focus

Conditions of Employment

Normal office environment, some travel within SFN traditional territory, class 5 Yukon Drivers' License, ability to occasionally lift computers and equipment weighing up to 50 pounds.

For additional information, or to submit resume/application contact

Dena Zavier, HR Consultant at hrdirector@selkirkfn.com

Please be advised that the primary method of communications with applicants will be by email, and only those who are being considered will be contacted.

Selkirk First Nation hiring policies will apply.