



Upper Nicola

Job Posting **F/T Permanent Position**

Community Network IT Support Coordinator

The successful applicant will undertake duties associated with the Upper Nicola Band (UNB) in the Community Services Department. **Training for this position is available!**

Employment Start Date: ASAP

Rate of Pay: In accordance with the UNB Pay Grid Grade 5

Hours of Work: 32 hours/wkly

The Community Network Coordinator is responsible for ensuring that the Information Technology systems are operating efficiently and effectively, and for coordinating the overall Asset Management functions for UNB. The Community Network Coordinator will work closely with external contractors to upgrade UNB Community network and receive on-the-job training in tower erection, radio installation and network management via cloud applications. And **will receive on-the-job training in tower erection, radio installation and network management via cloud applications.**

Duties include:

- Provide support for external contractors working on upgrades to UNB Community Network.
- Install and monitor Customer Premise Equipment.
- Manage customer connections using Meraki Cloud software.
- Coordinate invoicing with UNB Finance Department.
- Perform other appropriate duties as required by the Director of Community Services.

Qualifications:

- Grade 12 diploma preferred.
- Information Technology/Computer Science training and/or knowledge or equivalent work experience in a related field is required.
- Interpersonal communication and co-operative skills to deal effectively with community members, public agencies and staff.
- Exhibit good judgement and tact.
- Proficient in Microsoft (Word, Excel, Publisher, PowerPoint, Acrobat Adobe) as well as advance design and publication software experience would be an asset.
- Working knowledge of web applications.
- Ability to climb ladders and use power tools.
- Knowledge of syilx history and culture is an asset.

Send current resume and cover letter to HR:

In person at the UNB Main Office, or email hr@uppernicola.com

Open until filled.

Only those applicants selected for an interview will be contacted