



CONSTANCE LAKE FIRST NATION

37 Wawaskashoo St - PO Box 4000

CONSTANCE LAKE, Ontario P0L 1B0

T: (705) 463-4511

Employment Opportunity

Position	IT Specialist
Competition #	ITSP-12-2025
Salary Range	51,810 – 69,940
Location	Administration Dept.
Posted	November 24, 2025
Closed	Open Until filled

POSITION SUMMARY:

Constance Lake First Nation is seeking a highly motivated and technically skilled **IT Support Specialist** to provide front-line technical assistance, maintain secure and reliable technology systems, and support staff across all departments. The successful candidate will be responsible for managing hardware, software, networks, and cybersecurity practices while ensuring staff have access to efficient and secure technology resources

PREFERRED QUALIFICATIONS:

- Post-secondary diploma or degree in Information Technology, Computer Science, Networking, or related field.
- Minimum of 2 years of relevant IT support experience.
- Strong working knowledge of Microsoft 365, Windows operating systems, and basic network administration.
- Understanding of cybersecurity practices and data protection requirements.
- Excellent troubleshooting, communication, and customer service skills.
- Ability to work independently, prioritize tasks, and maintain confidentiality.
- Valid Class G driver's licence preferred; clear CPIC required.

KEY RESPONSIBILITIES

- Provide front-line IT support to all staff and departments.
- Install, configure, maintain, and troubleshoot computers, printers, mobile devices, and related equipment.
- Maintain and secure CLFN's computers, servers, network systems, and user accounts.
- Troubleshoot hardware, software, and connectivity issues in a timely manner.
- Implement and monitor cybersecurity measures, including data protection and safe handling of sensitive information.
- Support system rollouts, upgrades, and the implementation of new technologies.
- Maintain IT inventory, documentation, and equipment logs.
- Train and support staff in the use of digital tools, software, and basic cybersecurity practices.
- Provide assistance during outages, emergencies, or critical system incidents as required.

To apply: Submit cover letter, resume to quoting competition **#ITSP-12-2025** via:

Email: resumes@clfn.on.ca

In person: 37 Wawaskashoo St. Constance Lake First Nation Band Office

Only those selected for an interview will be contacted.