



PO Box 103, 10 Scotchman Rd, Lillooet B.C V0K 1V0
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IT Support Position Available

St'at'imc Eco-Resources (SER) requires an IT Support person to join our dynamic team working throughout the St'at'imc Territory in and around Lillooet, BC. SER is an environmental services provider that works together with its 9 Shareholder Communities to develop capacity building and provide direct opportunities for fisheries, aquatic & terrestrial biology and enhancement and restoration programs. Please see www.statimceco.com or our Facebook page to review our work.

Job Summary

The primary responsibility of the IT Support person is to assist internal staff with troubleshooting, maintaining, and setting up various Windows operating systems and software, while being a primary point of contact with our IT provider. You will be responsible for working with Windows administrative tasks and assisting with computer software rollouts and updates, providing training to staff in addition to other IT administrative duties. [This position provides an excellent opportunity for you to build your own skill set while working with our IT provider and staff.](#)

This position is funded, in part, by the Government of Canada through the Canada Summer Jobs program.

Job Duties

- Work with vendors and staff to define project requirements and execute project.
- Analyze, troubleshoot, and resolve support requests from end users
- Assist in training when new systems or applications are available, including database and IT programs and systems
- Perform operating system rollouts and software updates
- Assist in configuring and managing mobile devices (smartphones, tablets, etc)
- Maintain and assist with the SER website and other social media platforms
- Assist in acquisition and rollout of computer equipment and software
- Maintain an accurate inventory of IT equipment and hardware
- Contribute to a positive work environment by building healthy, professional relationships with all staff.
- Able to manage changing work priorities and manage several tasks and projects efficiently and effectively.
- Assist with analyzing the current SER administrative processes and programs to determine specific areas of need and promote continuous improvement.
- Analyze and generate reports as needed.
- Other duties as required.

Job Requirements

- **Applicants must be between 15 and 30 years of age, as per the Canada Summer Jobs requirements.**
- Detail and goal-oriented individual able to perform several tasks in flexible schedules.
- Excellent time management and organizational skills, able to prioritize tasks and meet tight deadlines.
- Experience and/or knowledge of working with First Nations.
- Very strong communication skills – written, oral and presentation.
- Able to collaborate effectively with individuals across multiple functions and disciplines, within the company and outside the company.
- Ability to work independently or part of a team.
- Strong follow-through skills and proactive.
- Strong problem-solving and emergency handling skills are essential.

Working Conditions

- This is a part-time, temporary position, with the possibility of an extension
- Rate of pay is \$18.00 per hour, 21 hours per week June through September (to be confirmed)
- Schedules can change and flexibility is a must
- Majority of work is office-based. Depending on Covid-19 restrictions, remote work is available.
- Covid-19 protocols:
 - Remote Interview process
 - Social distancing guidelines in place
 - Virtual meetings
 - Sanitizing, disinfecting, or cleaning procedures in place

The St'at'imc Nation stretches from Churn Creek to South French Bar; northwest to the headwaters of the Bridge River; north and east to Hat Creek Valley; east to the Big Slide; south to the island on Harrison Lake and west of the Fraser River to the headwaters of the Lillooet River, Ryan River and Black Tusk.

The area is known for its hot, dry summers, spectacular scenery, and history. There is no shortage of outdoor activities including fishing, hiking, biking, boating, and camping. We are located within easy driving distance of Vancouver, Whistler, Kamloops, and the Fraser Valley.

Application

Please send a CV and cover letter no later than Friday, May 28, 2021, to hr@statimceco.com. All St'at'imc Eco-Resources hiring will be merit based. Where candidates are equally qualified, consistent with Section 42 of the BC Human Rights Code and Employment Equity Act, preference will be given to Indigenous people.