



The Organization

The Atlantic First Nations Water Authority (AFNWA) represents progress, innovation, and a long-term solution for water and wastewater issues that affect Atlantic First Nations communities. Incorporated on July 18, 2018 as a non-profit organization under the Canada Not-for-profit Corporations Act, the AFNWA is a ground-breaking First Nation owned organization that will provide water and wastewater services to participating communities. This approach will ensure a culturally appropriate, service oriented, and technically strong First Nations water utility which will own, operate, and maintain water and wastewater systems on their reserves.

As of April 2020, fifteen (15) First Nations communities have confirmed their commitment to the AFNWA by signing Band Council Resolutions (BCRs) indicating their desire to formally participate. These communities, located within Nova Scotia, New Brunswick and Prince Edward Island represent 61% of the total Atlantic First Nations by population. An additional seven (7) Atlantic First Nations communities have declared their interest, with others in the region being potential candidates. Using a scalable delivery model, the AFNWA governance and organizational structure shows promise for a model which can be utilized by other First Nation communities across Canada.

The management structure of the AFNWA is aligned to deliver full water and wastewater services for First Nation communities with a central main office and decentralized approach to operations. This model reflects current best practice for service delivery to First Nation communities in Canada. It incorporates a hub and spoke approach to operations for optimal service delivery and to foster a deeper relationship with the communities served by the utility.



ATLANTIC FIRST NATIONS WATER AUTHORITY (AFNWA)

POSITION DESCRIPTION

The Atlantic First Nations Water Authority (AFNWA) is a water and wastewater utility incorporated under the Canada Not-for-Profit Corporations Act. The AFNWA is owned by First Nations located in NB, NS, and PEI with its head office in Millbrook, NS. The AFNWA will employ approximately 40 full-time staff members located throughout the Atlantic provinces.

POSITION: IT Coordinator

DEPARTMENT: Corporate Services

PRIMARY FUNCTION: Reporting to the Manager, Corporate Services, Primary responsibilities include coordinating the support of network services and PC support services for the organization with a focus on the security of the network environment and contingencies to minimize disruptions.

You will be responsible for your personal safety and that of your co-workers by observing all Occupational Health and Safety Rules and Regulations and AFNWA's Occupational Health and Safety Program Manual.

DUTIES AND RESPONSIBILITIES:

1. Works with management to develop and maintain an overall IT strategy.
2. Provides general help desk/troubleshooting service for all employees and coordinates training for new staff or critical software.
3. Assists Manager, Corporate Services in budgeting for the replacement of hardware and the acquisition and renewal of software licenses.
4. Establishes strong and professional relationships with all relevant suppliers (IE: hardware, software, third party consultants, etc.).
5. Maintains an adequate hardware inventory to facilitate the immediate replacement of deficient equipment and reduce downtime.

6. Coordinates the commissioning of new equipment for all new hires.
7. Performs audits on the safety and security of the network. Develops and maintains a disaster recovery plan to minimize the impact of network disruptions.
8. Ensures procedures are in place for the administration and maintenance of the corporate services including access, security and backups.
9. Prepares ongoing reports regarding the general performance of our IT systems, identifying any shortfalls and highlighting any opportunities to employ new technology.
10. At the request of the Manager, Corporate Services, participates in special projects, and prepares reports and correspondence.
11. Contributes to a positive working environment and staff morale.
12. Performs other related duties as may be required.

REPORTING RELATIONSHIP:

Reports To: Manager, Corporate Services

Supervises: N/A

MINIMUM QUALIFICATIONS:

Education Computer Science/Information Technology diploma or related discipline or University degree. (Other equivalent combinations of education and experience may be considered)

Experience Minimum three years of related experience in an IT support role.

Other Knowledge, Skills and Abilities:

1. Excellent analytical and troubleshooting skills.
2. Demonstrated ability to communicate effectively (verbal or written).
3. Demonstrated attention to detail and accuracy in carrying out work.
4. Demonstrated ability to work independently as well as within a team environment to accomplish organizational goals.
5. Proven ability to balance multiple demands, conflicting priorities and manage change.
6. Excellent interpersonal skills and demonstrated ability to maintain confidentiality and handle sensitive issues.
7. Ability to work professionally with employees, other Departments, Consultants, external vendors, and other organizations/agencies.

8. Strong knowledge of and appreciation for Indigenous Communities and Culture and how they relate to the workplace.
9. Available for occasional travel throughout Atlantic Provinces.

CLOSING DATE: Wednesday, May 5, 2021

APPLICATION INSTRUCTIONS:

Kindly forward all inquiries and applications to HR@AFNWA.CA. Application documents will only be accepted in .PDF or .DOC format. The applicant will receive an email confirming that the application has been received and all attachments are accessible. Successful candidates will be contacted on or before May 7, 2021 for next steps.