



OPPORTUNITY BRIEF

IT Systems Administrator

SEARCH CONDUCTED BY PLACEMAKING 4G



About Millbrook First Nation

Millbrook First Nation is a Mi'kmaq community located within the town of Truro, positioned in the hub of Nova Scotia. Millbrook First Nation also has reserve land in Beaver Dam, Sheet Harbour, Dartmouth, and Cole Harbour, along with other privately owned lands near Truro and Sheet Harbour.

Using its geographic location, Millbrook First Nation has thrived in numerous economic development endeavours within the past decade. Economic development projects include but are not limited to the construction of the Truro, Millbrook Power Centre, residential apartment buildings and a gaming centre located in Cole Harbour, and a wharf in Sheet Harbour.

STATEMENT OF INTENTION

Preference will be given to qualified Indigenous applicants, particularly those who identify as Mi'kmaq and/or are members of Millbrook First Nation. To ensure a thoughtful and inclusive process, we've partnered with the P4G search team, who are committed to fostering a safe and supportive environment. They're here to listen and help accommodate your needs, making sure your journey with us is intentional and inclusive.

This Moment, This Position

The **Systems Administrator** will play a crucial role in securing, configuring, and administering Microsoft 365 tenants, licenses, applications, and software while ensuring the integration and interoperability of IT systems. The successful candidate will provide technical support and assistance to staff, ensuring that Millbrook First Nation's IT infrastructure operates smoothly, securely, and efficiently.

As part of the **Information Technology team**, the Systems Administrator will install, configure, and maintain hardware, software, and IT platforms while diagnosing and troubleshooting system-related issues. This role requires a **dedicated, knowledgeable, and solutions-oriented** individual who can proactively maintain IT systems to support Millbrook First Nation's goals and objectives.

How You Would Contribute

Systems Security and Administration:

- Secure, configure, and administer Microsoft 365 platform tenants, licenses, applications, and interoperability of other systems.
- Secure, configure, and manage IT hardware, software, servers, and platforms.
- Monitor, test, and ensure the functionality of backup and disaster recovery systems.

Technical Support and Troubleshooting:

- Act as a point of contact for technical issues, assisting staff with IT-related challenges.
- Investigate, troubleshoot, and escalate technical problems as needed.
- Provide IT systems configuration, monitoring, and maintenance.
- Manage antivirus software, licenses, and proactively monitor for security threats.

IT Infrastructure and Asset Management:

- Maintain accurate documentation and asset inventory for IT hardware and software.
- Assist with research, testing, and deployment of new IT systems, services, and platforms.
- Perform installations, configurations, and maintenance of IT hardware and software.
- Configure and support A/V technologies, network cables, and peripherals.

Employee IT Support and Training:

- Assist with new hire orientation and IT onboarding.
- Provide support for employee IT offboarding.
- Conduct user training and create documentation for IT systems and platforms.

Other Responsibilities:

- Support the Manager, Information Technology and IT team in all related duties.
- Perform additional tasks as required.



What You Bring

Experience: Minimum of 5 years of relevant experience as an IT Technician and as a Systems Administrator with proven Microsoft 365 administration proficiency.

Education: Community College diploma in IT Technician and Systems Administration or relevant experience.

Knowledge:

- Strong understanding and experience in IT systems administration, networking, documentation, and troubleshooting.
- Experience working with diverse clients and corporate environments is considered an asset.
- Understanding of Mi'kmaq culture, governance, and community priorities.

Other Requirements:

- Valid Nova Scotia driver's license and reliable transportation.
- Child Abuse Registry Check.
- Criminal Record Check: Vulnerable Sector.

The Package

Status Full-time (32-hour work week)

Salary \$65,000 - \$75,000 (based on education, skills and experience)

Benefits Health & Dental Benefits, Vacation, Pension Plan

Hours Monday to Friday, some evenings and weekend availability will be required from time to time.

Location Millbrook Band Office, 820 Willow St. Millbrook, Nova Scotia

Travel As needed throughout Nova Scotia



What to Expect

Hiring processes often reflect systems that don't work for everyone. At Placemaking 4G, we believe recruitment should be relational and affirming. Our desire is that candidates are respected, informed, and supported throughout.

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second-round interview or skills activity (virtual or in-person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

Apply now by
Clicking Here!

Applications will be accepted until
September 1, 2025 at noon AT.

Please include a cover letter that speaks your experience and offers a glimpse of your personality.

Wela'lin!

Have questions about the role?

Reach out to the Lead Placemaker at P4G to learn more.

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