



**INFORMATION TECHNOLOGY ASSISTANT (INTERN) 1 Year Term
POSTING #2022-ADM-EXT-05**

Salary Range: \$36,064-\$48,086
(Salary based on education and experience)

About FFTAHS

Fort Frances Tribal Area Health Services (FFTAHS) is a multi-faceted, accredited organization with a diversity of programs and is a leader in innovative wholistic services that promote a bi-cultural approach to health and wellness. FFTAHS works closely with the 10 Fort Frances region First Nation communities, partners and funders to improve the health and wellness of the communities it serves.

Position Summary

The Information Technology Assistant provides support to end-users and supports the administration team in maintenance of the Information Technology systems within FFTAHS.

Qualifications

- Secondary school graduates who recently graduated from an accredited college or university with a diploma in computer science or programming
- Must possess valid driver's license, have clean driver's abstract, and be insurable
- Current updated immunization required
- Must possess or be willing to obtain current First Aid and CPR qualifications
- Employment is conditional upon successful completion of a vulnerable sector criminal records check

Requirements for Submission

Candidates are invited to submit a completed employment application form (found at www.fftahs.com/employment), along with a cover letter and resume, including three employment-related references, one being from a current or most recent supervisor. Please reference the competition **#2022-ADM-EXT-05** on your cover letter and envelope, if applicable. **Open until filled.**

Hiring Committee
Mail: P.O. Box 608, Fort Frances, ON, P9A 3M9
E-mail: humanresources@fftahs.org

Job Description is available upon request.

FFTAHS is an equal opportunity employer, Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miigwech, thank you.

THIS OPPORTUNITY IS

PROUDLY SUPPORTED BY:



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