



Information Technology Technician
Up to 12 Month Contract, Full Time (33.75 hours/week)
Salary Range: \$57,115 – \$72,396

Under the direction of the Director of Finance and Administration, the Information Technology Technician is responsible for maintaining the daily operation of the agency's information services infrastructure ensuring a high level of reliability and security. The incumbent will provide professional support to the agency's users and will configure, deploy, and maintain agency laptops, tablets, cellular phones, and AV/IT resources. The Information Technology Technician is responsible for providing training to staff on Agency policies and procedures with respect to the use of computers, software applications, and technology and will promote effective utilization of Agency systems. Maintaining an accurate inventory and tracking system for all technology related assets is an additional responsibility of this position.

POSITION QUALIFICATIONS AND REQUIREMENTS

- Completion of a Two-Year Computer Diploma, or a Three-Year Computer Sciences / Networking related Degree is required.
- Candidates with other academic qualifications and related work experience, plus demonstrated ability, will be considered.
- Valid "G" Ontario Driver's License and safe driving record.
- Criminal Records Check satisfactory to the Agency required upon conditional offer of employment.
- Strong technical knowledge of network systems, protocols, and standards such as Ethernet, TCP/IP, LAN, WAN, VPN, VoIP etc.
- Experience with Office 365 Administration and SharePoint.
- Superior ability to communicate effectively and concisely, both orally and in writing.
- Proven problem solving, analytical, and evaluative abilities.
- Ability to work independently, or as part of a team.
- Must be familiar with various Microsoft Office technologies such as Word, Excel and Teams.
- Excellent organizational, coordination and time management skills to determine priorities, meet strict timelines and manage several assignments simultaneously.
- Ability to assess workflow and administrative functions, and to suggest modifications to improve efficiency, manage data, maintain multiple calendars, and develop effective systems.
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.
- Ability to share responsibility for On-Call/After Hours Services.
- Ability to use sound judgment and tact to address a range of issues and to problem-solve.
- Maintain a high level of professionalism in managing confidential information.
- Ability to assist in the maintenance of our intranet and external website.
- Travel to the District offices as required.

APPLICATION INFORMATION – Applications received to February 9th, 2026.

Please submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities". Individuals may also submit an application directly to: Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized, or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

We thank all applicants; however, only those considered for an interview will be contacted.