

JOB COMPETITION



POSTING PERIOD: JULY 10 TO JULY 24, 2026

Communications and IT strategy director

COMPUTER TECHNICIAN

RESPONSIBILITIES

Reporting to the communications and IT strategy director, the computer technician will provide technical support for information technology systems, ensure the smooth operation of IT infrastructure and support employees. The position holder contributes to the maintenance, security and continuous improvement of IT systems.

More specifically, the computer technician must:

- Provide technical support to users for administrative systems, IT equipment, the network and Internet connectivity, in response to incidents and service requests
- Provide user support, guidance and training, to promote the effective use of IT tools
- Install, configure and maintain workstations, computer equipment and peripheral devices
- Manage Microsoft 365 user accounts and access
- Ensure the security of systems, data and digital identities (Microsoft 365, MFA, access, etc.); and write and update technical documentation, user guides and procedures
- Help analyze technology needs and improve IT solutions
- Work with IT vendors
- Contribute to the continuous improvement of tools, processes and the IT environment

REQUIREMENTS

- Diploma of College Studies (DCS), Attestation of College Studies (ACS) or Diploma of Vocational Studies (DVS) in computer science or a related field, or an equivalent combination of education and experience
- 1–3 years of relevant experience
- Mastery of Windows and Microsoft 365

SKILLS AND ABILITIES

- Problem-solving
- Good communication
- Independence and discipline
- Analytical thinking
- Customer-service approach

Work location

Regroupement des centres d'amitié autochtones du Québec

85 Bastien Boulevard
Wendake, QC G0A 4V0

Salary range

\$54,013\$ to \$68,506

Advantages

- A stimulating and enriching work environment
- Pension plan
- Group insurance

Status

Regular full-time employee (32-hour workweek)

In person

Occasional travel

To apply

Deadline: July 24, 2026 at non

Email your CV and a cover letter to:

Nancy Jourdain,
Assistant Executive Director
rh@rcaaq.ca

Please note that only applicants selected for an interview will be contacted.

Priority will be given to First Nations and Inuit candidates.