



Membertou

WELCOMING THE WORLD!

EMPLOYMENT OPPORTUNITY

Job Title: Network Administrator / Engineer (Full Time)
Department: Data Centre/IT Department
Reports To: Director of IT/Data Centre
Salary: Commensurate with experience

Purpose:

Membertou is seeking a knowledgeable, hands-on, and forward-thinking Network Administrator / Engineer to join its Information Technology team. This is an important role at the center of Membertou's operations, supporting secure, reliable, and high-performing network infrastructure across a dynamic and growing organization. The successful candidate will bring strong technical depth, sound judgment, and a practical approach to problem-solving, while contributing to ongoing modernization, expansion, and operational excellence.

Why Join Membertou

Membertou is a progressive and growing Mi'kmaq community with a strong reputation for leadership, innovation, and excellence. Known for its forward-thinking approach and continued growth across community, commercial, and service sectors, Membertou offers an opportunity to be part of meaningful work in an organization that values professionalism, collaboration, and results. This role offers broad technical scope, a strong team environment, excellent benefits, pension, and the chance to help support the infrastructure that keeps operations moving.

Position Overview

The Network Administrator / Engineer is responsible for the stability, security, maintenance, and growth of Membertou's network environment. The position supports core infrastructure including switches, routers, firewalls, wireless systems, connectivity, and related server environments, while also contributing to planning, implementation, and continuous improvement across the IT function.

Duties & Responsibilities:

- Configure, maintain, and support network infrastructure including switches, routers, firewalls, wireless systems, fiber and related connectivity services.
- Monitor network performance and troubleshoot issues across LAN, WAN, DNS, DHCP, NAT, VLANs, IPsec, subnetting, VoIP, and related services.
- Work with Cisco IOS and administer network devices through both command line and GUI environments.
- Support network cabling requirements, including premises wiring and fibre optics, and assist with infrastructure improvements as needed.
- Identify network security risks, recommend practical solutions, and implement safeguards that strengthen reliability and security.
- Contribute to network planning, expansion, upgrades, and implementation projects.
- Provide support across Windows Server, Windows, UNIX, Linux, and virtualized server environments.
- Maintain clear technical documentation for configurations, changes, troubleshooting steps, and network standards.
- Assist with scripting and automation to improve efficiency, consistency, and monitoring.
- Work collaboratively with the IT team and internal stakeholders while responding to operational needs in a timely and professional manner.
- Complies with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Other department related duties are as required by the Director.

Qualifications and Experience:

- Three to five years of progressive experience in computer networking or a closely related infrastructure role.
- Strong working knowledge of TCP/IP, VLANs, firewalls, cryptography, IPsec, DNS, DHCP, NAT, wireless networking, fiber, subnet masking, VoIP, security, and hardware.

- Experience with Cisco IOS and confidence programming or administering switches, routers, and firewalls.
- Knowledge of network troubleshooting, maintenance, monitoring, and performance optimization.
- Experience working with Windows Server, Windows, UNIX, Linux, and server virtualization.
- Knowledge of network cabling, including premises wiring and fibre optics.
- Strong communication, organization, time management, troubleshooting, and teamwork skills.

Assets:

- Data Centre experience.
- Experience supporting network planning, implementation, and expansion in a multi-system environment.
- Scripting and automation experience using tools such as Python, Bash, or PHP.
- A practical mindset, strong customer service approach, and the ability to stay calm and solution-focused under pressure.

***The Ideal Candidate:** The ideal candidate will bring both technical credibility and a proactive mindset - someone who can work confidently with infrastructure, solve problems effectively, communicate well with others, and contribute to a dependable, modern technology environment.*

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Scott Thomas
 47 Autwen Ma'sl Awti
 Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: We keep our postings open until we find the right match.

***Thank you for applying, however, only those selected for an interview will be contacted.
 Membertou reserves the right to pause, extend or revoke this posting at any time without notice.***