



KEYANOW CHILD AND FAMILY CENTRE INC.

EMPLOYMENT OPPORTUNITIES

Keyanow Child and Family Centre Inc. (KCFC) is seeking applications for a highly motivated, resourceful, courteous and compassionate individual to fill the following position:

Administration/Information Technology

IT Support Analyst: Will participate as a team member of the Administration/Information Technology department under the direction of the IT Systems Administrator. They will assist with document management, form creation, Microsoft 365 tools, and desk-side supports.

The IT Support Analyst will provide first-level support for desktops, laptops, printers, and common business software, troubleshoot Microsoft 365 apps (Outlook, Word, Excel, Teams, SharePoint, OneDrive), support document organization, permissions, and storage in SharePoint/OneDrive, assist with the creation and maintenance of electronic forms (Microsoft Forms, SharePoint Lists, Power Apps) and assist with basic workflows using solutions such as Power Automate, install and update software, assist with device setup and maintenance, maintain inventory of equipment and software licensing, hardware level maintenance including computer/laptop parts replacement, printer repair and perform other related duties/responsibilities as assigned by the IT Systems Administrator.

SCHEDULE: The main office is open Monday to Friday from 8:30am to 4:30pm however, schedules will vary dependent upon work location.

WORK LOCATION: Primary locations include main office in North Battleford, Little Pine, and Poundmaker Outreach, and travel to Lucky Man.

SALARY: Competitive salaries; determined upon Education and Experience

CLOSING DATE: July 11, 2026 (Will remain open until position is filled.)

Please submit letter of application, resume with 3 professional references, a clear RCMP Criminal & Vulnerable Sector Record Check, class 5 driver's license and driver's abstract to: hr@kfccentre.com; fax 306-445-5568 or drop off at 691 – 109th Street, North Battleford, SK

*****Only persons selected for interviews will be notified*****