



**Assembly of Manitoba Chiefs**  
EMPOWERING OUR NATIONS

**Sub Office**

Suite 200-275 Portage Avenue  
Winnipeg, Manitoba, Canada, R3B 2B3  
Phone: 204.956.0610  
Toll Free Number: 1.888.324.5483  
Fax: 204.956.2109  
Email: [info@manitobachiefs.com](mailto:info@manitobachiefs.com)  
[www.manitobachiefs.com](http://www.manitobachiefs.com)

**Telecommunications & Conference Support Technician**  
**IT Department**

**Competition #2026-020**

**Category: Full-time Permanent**

**Closing Date: Open Until Filled**

**Position Summary**

The Assembly of Manitoba Chiefs Inc. (AMC) is seeking a dependable and highly punctual Telecommunications & Conference Support Technician to provide technical support for leadership meetings and organizational operations. Under the direction of the Information Technology (IT) Manager, the Technician will be responsible for the setup and operation of teleconferencing, Zoom, Microsoft Teams, smartboards, and conference room audiovisual systems. The role also provides Tier 1 IT Helpdesk support between meetings.

**Key Responsibilities**

**Conference & Executive Meeting Support**

- Set up and operate Zoom, Microsoft Teams, teleconferencing, and smartboard systems.
- Configure and test audiovisual equipment prior to meetings (minimum one hour in advance, as required).
- Provide live technical support during meetings to ensure seamless delivery.

**Audiovisual Equipment Management**

- Set up, maintain, and troubleshoot microphones, speakers, projectors, displays, and related AV equipment.
- Conduct routine equipment checks and maintain inventory records.

**IT Helpdesk Support (Tier 1)**

- Provide front-line technical support for staff hardware and software issues.
- Respond to and resolve assigned helpdesk tickets.
- Escalate complex issues as appropriate.

**General Support**

- Maintain organized conference spaces.
- Assist with basic facility support tasks, including garbage and recycling removal.

- Transport and lift equipment (up to 30 lbs) as required.

## **Qualifications**

### **Education & Experience**

- A high school diploma or equivalent is required. Additional certifications or training in AV technology or related fields are a plus.
- Previous experience working as a technician or in a related field is preferred.
- Proficiency in operating and troubleshooting AV equipment such as projectors, speakers, microphones, mixers, and livestreaming events to the Internet.
- Strong problem-solving skills with the ability to quickly diagnose and resolve technical issues under pressure.
- Excellent communication and interpersonal skills with the ability to effectively interact with staff during events.
- Highly organized with the ability to manage multiple tasks simultaneously and prioritize workload effectively.
- Ability to adapt to changing requirements, schedules, and environments in a fast-paced, dynamic work environment.
- Must have a valid Class 5 Driver's License, and a reliable vehicle.
- Must have a current satisfactory Criminal Record Check, Clear Adult and Child Abuse Checks.

Interested applicants are invited to submit their cover letter identifying the position title applying for, qualifications, and resume, along with three professional reference listings (include a most recent employer reference) to:

**Human Resources Department  
Assembly of Manitoba Chiefs  
14<sup>th</sup> Floor, 275 Portage Avenue, Winnipeg, Manitoba R3B 2B3**

**Quote Competition #2026-020 in your application.**

**For best results submit your application to BambooHR**  
<https://manitobachiefs.com/about/job-opportunities/>

We thank all who apply and advise that only those selected for further consideration will be contacted. No phone calls will be accepted. Incomplete and late applications will not be considered.

Preference will be given to First Nations people. If successful, applicants will be asked to verify citizenship documentation issued by a First Nation or government-issued documentation or affirmation from the Inuit, Métis, or non-status Indigenous community with which they identify.

Please visit our website at [www.manitobachiefs.com](http://www.manitobachiefs.com)