FIRST NATIONS
DEVELOPMENT INSTITUTE

FACILITIES AND IT TECHNICIAN

Position Title:	**Facilities and IT Technician**
Reports To:	**Associate Director of Facilities**
Job Level:	**Non-Exempt**
Location:	**Albuquerque, NM**
Supervises:	**N/A**
Date Reviewed:	**October 2026**

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 46-year-old Native American controlled nonprofit organization whose mission is to uplift and sustain the lifeways and economies of Native communities through advocacy, financial support, and knowledge sharing.

The Facilities and IT Technician's primary responsibilities are to perform hands-on facilities maintenance, installation, repair, and technology support across First Nations' facilities. The technician is responsible for maintaining a safe, functional, and well-organized workplace and assisting with the physical installation, setup, maintenance, relocation, and replacement of technology equipment.

MANDATORY COVID-19 VACCINATION

First Nations is committed to maintaining a safe and healthy workplace and follows the Centers for Disease Control and Prevention (CDC) COVID-19 vaccination guidance. We reserve the right to request proof of COVID-19 vaccination, and similar vaccines, from candidates and employees, in accordance with applicable laws and company policy.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations.

Facilities Responsibilities

- Follow established safety procedures when performing routine building and facilities maintenance and minor repairs.
- Maintain awareness of workplace safety issues and promptly report unsafe conditions to the Associate Director of Facilities.

- Assemble, install, relocate, and repair office furniture, shelving, fixtures, and other equipment.
- Set up offices, workspaces, meeting rooms, and other organizational spaces.
- Assist with employee office moves, including moving furniture, equipment, and supplies.
- Install or replace wall-mounted items, signage, whiteboards, shelving, and similar fixtures.
- Inspect facilities and equipment to identify maintenance or repair needs.
- Perform routine replacement of items such as light bulbs, batteries, filters, and other building components as appropriate.
- Maintain facilities-related tools, equipment, supplies, and replacement parts.
- Monitor inventory levels and order office, facilities, and related operational supplies in accordance with established purchasing procedures.
- Assist with receiving, unpacking, assembling, and deploying equipment and supplies.
- Coordinate with outside contractors and service providers for repairs or projects requiring specialized skills.
- Assist with maintaining office security, door access equipment, cameras, and other physical security equipment as directed.
- Assist with building access, keys, badges, and related physical access needs.
- Help maintain orderly storage, equipment, supply, and technology areas.
- Respond to facilities-related requests from staff in a timely and professional manner.
- Identify facility issues requiring professional repair and communicate those needs to management.

IT Support Responsibilities

- Assist with the installation, relocation, set-up, and replacement of computers and technology equipment.
- Provide basic technical support for computers, printers, copiers, and workplace technology.
- Configure employee workstations, including computers, peripherals, and related equipment.
- Install, organize, and maintain computer, network, power, and audio-visual cabling.
- Support conference room and Microsoft Teams technology, including displays, cameras, microphones, and speakers.
- Perform basic hardware troubleshooting and escalate complex issues as needed.
- Prepare, deploy, recover, and inventory technology equipment for staff onboarding and offboarding.
- Assist with technology refreshes, equipment replacement projects, and hardware deployments.
- Maintain organized storage, labeling, and tracking of technology assets and inventory.

- Package, ship, recycle, and dispose of technology equipment in accordance with organizational security and asset management procedures.
- Escalate software, account, network, security, and/or other advanced technical issues to appropriate IT personnel.
- Provide onsite assistance to vendors performing installations, repairs, maintenance, or equipment replacement.
- Coordinate with facilities, technology, telecommunications, security, and other service providers as directed.
- Assist the IT department with organization-wide equipment deployments, office moves, facility projects, and technology upgrades.
- Protect confidential organizational information and sensitive data that may be encountered while working in offices, workspaces, or with technology equipment.

Job duties listed are not intended to be all-inclusive; Employee may be required to perform other job-related duties as assigned.

EDUCATION AND EXPERIENCE

Minimum Requirements

- High school diploma or equivalent required.
- Technical, vocational, facilities maintenance, construction, or computer hardware training preferred.
- Previous experience in facilities maintenance, building maintenance, technical support, computer hardware, or a related hands-on position.
- Experience assembling, installing, troubleshooting, or repairing office equipment and technology.
- Experience using common hand and power tools safely and effectively.
- Basic understanding of computers, monitors, peripherals, cabling, printers, and other office technology.
- Must successfully pass a background and MVR check.

Preferred Requirements

- Experience and knowledge regarding nonprofit organizations and best practices
- Knowledge of and familiarity with Tribal Sovereignty and the historical and contemporary legal development and workings/status of Tribal Nations (highly desirable)
- Demonstrated experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures

KNOWLEDGE AND SKILL REQUIREMENTS

- Strong mechanical and hands-on problem-solving abilities.
- Ability to diagnose and resolve basic facilities and equipment issues.
- Basic understanding of computer hardware and common office technology.
- Ability to assemble, install, move, and replace office and technology equipment.
- Ability to safely use common hand tools, power tools, ladders, carts, and related equipment.
- Ability to follow technical instructions and established procedures.
- Strong organizational skills and attention to detail.
- Strong customer service and interpersonal skills.
- Communicate effectively with employees, vendors, and technical personnel.
- Exercise sound judgment in determining when issues fall outside assigned responsibilities and require escalation.
- Ability to work independently while coordinating effectively with IT and Facilities staff.

MEASURES OF SUCCESS

1. Maintains compliance with all regulations, including First Nations' standards, policies, and procedures.
2. Demonstrates teamwork and collaboration with all colleagues.
3. Communicates and interacts effectively with leadership, staff, and vendors.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Ability to lift 50 lbs. unassisted.
- Maybe required to sit, stand, or walk for prolonged periods of time.
- Move computers, monitors, printers, furniture, boxes, and related equipment.
- Crawl and maneuver underneath desks and workstations to install or organize cables and equipment.
- Safely climb ladders or step stools for installation and maintenance activities.
- Use hand and power tools appropriate to assigned work.
- Perform work in offices, conference rooms, storage areas, equipment rooms, and other facility areas.
- This is an on-site position requiring in-office attendance Monday through Thursday, with occasional evening and weekend work required to support business and technology needs.

EMPLOYEE BENEFITS

First Nations provides competitive employee benefits which include:

- Health insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self/immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations

- Flexible Spending Account
- 9 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday); paid vacation time starting at 64 hours per year
- Paid sick leave, 64 hours annually, for illness or to tend to immediate family health needs

The pay range for this position is $22.25 to $32.31 per hour.
Starting pay is dependent on skills and experience.

TO APPLY FOR THIS POSITION

- Complete the job application form at: First Nations Employment Application Form. You will be asked to upload your cover letter, resume, and three references in the job application.
- Requests for reasonable accommodation may be directed to First Nations' Human Resources department.

We appreciate your interest in this open position at First Nations and look forward to reviewing your application.

First Nations Development Institute is an Equal Opportunity Employer.