



Systems Coordinator Permanent, Full Time (33.75 hours/week)

Under the direction of the Executive Director, the Systems Coordinator is responsible for maintaining the Agency's computer and network infrastructure, along with assisting in the development, engineering, coordination, design and implementation of the network infrastructure, network security and computer resources including firewalls, switches, servers, workstations, and peripherals. In collaboration with the current Systems Coordinator, this position is also responsible for providing technical support to staff and students. The Systems Coordinator will participate in, maintain, and support specific technologies and/or projects as assigned by the Executive Director.

POSITION QUALIFICATIONS AND REQUIREMENTS

- Completion of a Two-Year Computer Diploma, or a Three-Year Computer Sciences / Networking related Degree is required.
- Candidates with other academic qualifications and related work experience, plus demonstrated ability, will be considered.
- Valid "G" Ontario Driver's License and safe driving record.
- Criminal Records Check satisfactory to the Agency required upon conditional offer of employment.
- Strong technical knowledge of network systems, protocols, and standards such as Ethernet, TCP/IP, LAN, WAN, VPN, VoIP etc.
- Experience with VMWare, Office 365 Administration, Microsoft Azure, Windows Server, Network Intrusion Detection and Security systems.
- Superior ability to communicate effectively and concisely, both orally and in writing.
- Proven problem solving, analytical, and evaluative abilities.
- Must be familiar with various Microsoft Office technologies such as Word, Excel, Teams, Visio.
- Excellent organizational, coordination and time management skills to determine priorities, meet strict timelines and manage several assignments simultaneously.
- Ability to assess workflow and administrative functions, and to suggest modifications to improve efficiency, manage data, maintain multiple calendars, and develop effective systems.
- Ability to work independently, or as part of a team.
- Ability to adapt to change and learn new technology for effective use in the workplace.
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.
- Ability to share responsibility for On-Call/After Hours Services
- Travel to the District Offices as required.
- Ability to use sound judgment and tact to address a range of issues and to problem-solve.

APPLICATION INFORMATION – Applications received to April 17, 2024 @ 5:00 PM.

Please submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities".
Individuals may also submit an application directly to: Director of Human Resources,
The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized, or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

We thank all applicants; however, only those considered for an interview will be contacted.