



## **POSITION TITLE: IT and Data Management Coordinator**

**TERM: Full Time, Permanent**

**SUPERVISOR: Director of Operations**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops and the surrounding areas up to and including Chase, Logan Lake and Savona.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



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### **Job Summary**

The IT and Data Management Coordinator will assist employees in resolving computer and software issues. The Coordinator will ensure that newly hired staff are added to the agency systems and set-up the appropriate equipment for their start-date. This role will lead the operation of the network attached mainframe system and numerous Local Area Networks (LAN), and servers located across the agency. The Coordinator will conduct necessary maintenance for the agency's computer hardware, software, and operating systems.

### **Qualifications**

#### **Education and Experience**

- Diploma in the field of Computer Science or Information Systems;
- Relevant certifications for systems, network, and security management on Windows platform is considered an asset;
- Minimum 3 years of related IT experience;
- Demonstrated experience with the following is considered an asset: Microsoft Exchange, Active Directory, and SQL Server;
- A significant combination of education and/or experience will be considered.



## **Skills and Abilities**

- Thorough knowledge of the computer field including experience with LANs;
- Ability to investigate, analyze, and solve a variety of problems related to computer hardware and software;
- Strong analytical, and problem-solving skills;
- Understanding of the principles of operating systems and network infrastructure;
- Strong oral and written interpersonal and communication skills;
- Able to compile and organize statistical information and present findings to management;
- Ability to manage one's own workload efficiently, effectively, and independently;
- Prioritizes and achieves results for multiple projects simultaneously within the acceptable timeframes;
- Ability to deal with sensitive issues and maintain confidentiality;
- Strong understanding of cybersecurity;
- Technical security skills (Application and OS hardening, vulnerability assessments, security audits, networking, IDS, firewalls, privileged identity management, etc.)
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms;
- Recognizes and respects all cultural diversity and understands local Indigenous culture and traditions.

## **Working Conditions**

- Travel to multiple locations will be required;
- Potential for violence in the workplace;
- May be required to work some non-standard hours;
- Receives regular supervision with direction and checks of the work performed.

## **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's License, class 5 with no restrictions;
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements.

## **Directly Supervises**

- None

## **Pay Grade**

- Starting wage is \$36.4450



An eligibility list may be created.

## **SUBMIT COVER LETTER and RESUME**

### **Stacey Archie – Human Resources Assistant**

Posted until Position is filled.

[Stacey.archie@secwepemcfamilies.org](mailto:Stacey.archie@secwepemcfamilies.org)

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.