

EMPLOYMENT OPPORTUNITY

Manager, Information Technology and Digital Solutions

Full-Time Permanent

We are looking for an experienced and hands-on IT leader to join our dynamic, multi-disciplinary and agile team! As the successful candidate, you are a natural communicator, self-starter and a great team player who wants to make a difference in the lives of others. Working as part of our large nonprofit network and with our many partners, you will support digital solutions that impact the lives of others, touching initiatives across North America.

You are committed to ongoing growth, change, learning and exploration. Your experience with security, physical and cloud technology, process improvement, best practices, compliance and risk management will amplify your contribution.

THE OPPORTUNITY

The Manager, IT and Digital Solutions will lead our continued growth in providing and developing cloud-based applications by ensuring our platforms and tools are secure and follow best practices. You will oversee our IT support team that is responsible for assisting staff, located in four provinces, ensuring that they get the most out of the computer and digital infrastructure they are required to use.

The Manager, IT and Digital Solutions will advance their team, the organization and the systems in which we operate in such a way that is grounded in the values and commitment to People First, aligned with the organizational strategic priorities and rooted in a leadership framework which includes the following key competencies:

- **Innovation:** experiment & learn; evolve & transform; efficiency/effectiveness; work SMART
- **Collaboration:** existing & new partners and allies; connection to each other; engaging volunteers, partners & community
- **Organizational Excellence:** governance & structure; accountability & transparency; risk identification & mitigation; compliance & administration
- **Strategy and Leadership:** strategic framework; leadership – excellence, impact, effectiveness & innovation; learning – personal/professional; proactive vs reactive
- **Values:** diversity, equity and inclusion; impact; people first framework

WHO WE ARE

At Findhelp | 211 Central, we connect individuals and families with information and referrals to the complete range of government, health, community and social services in their communities and help them navigate the complexities of the human services system, quickly and easily. Motivated by our mission to create connections and solutions to build strong communities, we're constantly innovating to keep up with the changing needs of our communities and to ensure that everyone has access to the support they need.

Findhelp|211 Central recognizes that certain groups of people experience disproportionate barriers to economic, employment and health opportunities which may be amplified due to intersectional personal identities. We are committed to improving accessibility to human and social services through ongoing and new initiatives, partnerships and approaches.

We're proud of our people and culture and we're constantly changing and innovating to do better! Our workplace is focused on balance, equity, engagement and a healthy environment. We pride ourselves on being an employer of choice and we do the work to make that happen. You'll be engaged and supported to learn and grow your career and you'll make a difference in people's lives across Canada.

RESPONSIBILITIES

Grow and develop internal IT team:

- Hire, train, setup career development goals and conduct performance management and coaching
- Set IT Team member objectives, monitor their progress, and balance their workloads
- Build and maintain an IT team culture based on a dedicated to exceptional customer service

Lead the Service Desk:

- Monitor, track, coordinate, and report on Service Desk functions

Provide leadership and participate in a wide variety of IT projects (e.g. National Data Repository, App/Chatbot development, BI infrastructure, Salesforce Philanthropy Cloud, API and self-serve data tools:

Azure Cloud:

- Lead a review of our current Azure infrastructure and oversee necessary improvements
- Work closely with consultants, and with best practices as the goal, to expand the platform to support our growing portfolio of services
- Ensure backups, redundancy and performance are within desired parameters

Maintenance and expansion of our IT systems and environments:

- Oversee and recommend Cisco firewall/Switch enhancements and upgrades
- Microsoft 365 – Active Directory, Teams, OneDrive, Sharepoint, and more
- Google Suite Infrastructure – Gmail, Google drive, Calendar, Users and Groups
- Support the Business in the selection of next-generation software and IT tools

Lead the team to oversee all IT infrastructure:

- Networking: Firewall, switch, routers, VPN
- Storage: Cloud-based/On-premise
- Servers: Virtualization, Windows and Linux
- Oversee the setup and administration of system security, including system access, firewall/VPN configuration, antivirus management, security patch management, and backup management

Enterprise application support:

- Collaborate with all teams to provide highly available hardware and network infrastructure for our SaaS applications

- Monitoring to detect performance degradation and mitigate the risk of system failures
- Perform root cause analysis on service outage or performance degradation to determine a sustainable fix

Security:

- Ensure documentation of policies and procedures for ensuring security and integrity of all systems
- Patching and upgrades based on vulnerability reports and latest cyber security trends
- Contribute to annual SOC certification

Disaster Recovery (DR) and Business Continuity Plan (BCP):

- Plans to be documented, reviewed and tested on an annual basis

REQUIRED SKILLS AND EXPERIENCE

SKILLS

- Bachelor's degree in computer science or computer engineering, business computing or a related field, or equivalent combination of education, certification, and experience
- 3+ years of proven experience as a hands-on IT leader in an entrepreneurial environment with a fast-paced sophisticated IT environment
- Thorough understanding and administrator experience on virtual environments within Azure/AWS platforms
- A firm grasp on IT infrastructure and operations best practices
- In-depth knowledge and prior successful experience on managing ITIL frameworks
- Networking experience with respect to the Internet and inter-site communications, including network architecture, high availability, DNS, VPN, SMTP
- Knowledge of IT cybersecurity tools and requirements.
- Experience running and maintaining a 24x7 SaaS environment
- Willingness to provide on-call support on a rotational basis. Work during maintenance windows when requested
- Strong critical thinking and decision-making skills
- Excellent project management skills and strong ability to prioritize
- Strategic leadership is a crucial quality for this position

If you meet the position requirements outlined above, we would love to hear from you!

SALARY AND BENEFITS

Salary range: \$70,000 - \$80,000, plus a comprehensive employee benefits package including: participation in CUPE's Multi-Sector Pension Plan

APPLICATION PROCEDURE

Applications will be received until January 10, 2022. Along with your resume, please provide a cover letter with a description in 500 words or less telling us a bit about yourself, what interests you about this opportunity and the assets that you would bring to this role. Applications can be submitted to:

job@findhelp.ca

Findhelp|211 Central believes in a workplace culture of inclusion that is welcoming, respectful, safe and empowering for all staff. It is critical to our success to eliminate barriers and promote the inclusion of equity groups. Equity seeking groups have been, and continue to be, underrepresented and marginalized

in the workforce, leadership roles, and in some specific occupations. Equity seeking groups include but may not be limited to Indigenous persons, racialized people, gender diverse people, 2SLGBTQIA+ people and people with disabilities.

If you require accommodation at any stage during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation. Contact HR at job@findhelp.ca

We thank all applicants and will contact the individuals selected for an interview. No emails or phone calls please.