

Information Technology Administrator

Children's Autism Services of Edmonton provides family centered services within the home, school and community to meet the complex needs of children who have autism and other developmental disorders. We also provide a daycare program, respite services, diagnostic services and counseling services to children and families.

As Information Technology (IT) Administrator you will report directly to the Director of Operations. You will oversee day-to-day company system and information technology needs with the IT team.

Responsibilities

- Performing network administration and maintenance
- Creating, managing and supporting the organization's websites and domains
- Setting up hardware (computers, laptops, phones, etc.) and user licenses for new staff
- Monitoring and troubleshooting the administration of servers, switches, NAS devices and virtual machines
- Collaborating with the Executive Director, Director of Operations and outside experts to evaluate the system(s) requirements of the organization
- Implementing new systems and software and providing training to staff
- Supporting the transition to Microsoft 365
- Editing of videos and media for events

To apply, you must have:

- Post-Secondary education in information systems, business, computer science or a related field
- Minimum 5 years experience in a related role, with progressive experience in managing day-to-day operation of IT
- Experience developing strategic IT frameworks within a professional service environment
- Proven working success with trouble shooting and support of applications
- Solid working experience with Windows Servers, Workstations and various Microsoft Office programs including Microsoft 365
- High Degree of initiative and efficiency working with time sensitive and confidential information
- Excellent communication and organizational skills
- Clear Police Information Check and Child Intervention check
- First Aid & Level-C CPR (recommended)

To apply for this position, please submit your resume and cover letter to
hr@childre autism.ca

Children's Autism Services of Edmonton thanks you for your interest in applying for this position. Only those candidates selected for further consideration will be contacted.