



JOB POSTING

Part-Time Information Technology Technician

Closing date for applications: November 5, 2017

Our Mission: Indwell is a Christian charity that creates affordable housing communities that support people seeking health, wellness and belonging.

Reporting to the Information Systems Manager, the IT technician supports the organization's information technology monitoring and maintaining computer systems and hardware. The supports will require travel to multiple offices across Hamilton, Simcoe and Woodstock.

Hours of Work: Part-time; primarily weekdays, with some flexibility required.

Duties for this position include but are not limited to:

- Troubleshoot and resolve network, computer hardware, and software problems.
- Replace, upgrade, install and perform modifications to network systems when necessary.
- Log all daily activity in work order system.
- Monitor and maintain computer systems, including routine maintenance.
- Support the roll-out of new hardware and applications.
- Deal with connectivity issues including network and program permissions.

Skills: Requires excellent analytical and problem solving skills, excellent Interpersonal, and communication skills and the ability to work as a member of a collaborative team. Also required are:

- Networking knowledge of routers, switches, VLAN management and WiFi.
- Understanding of CISCO networking systems.
- Strong knowledge of Windows environment including Active Directory.
- Knowledge of Office 365 cloud based applications.
- Working knowledge of various software packages, e.g. computer networks and operating systems, knowledge of TCP-IP networking protocol, hardware/software drivers and configuration managers, PC diagnostics and utility programs, Windows operating systems and operating system policy configuration, Windows networking tools, and network monitoring tools.

Qualifications: Committed to upholding and modeling the standards set out in the organization's Mission Statement, Statement of Faith and other operating standards and policies. Ability to work independently, be flexible, organized, responsible, and take initiative.

Position involves moderate to heavy work. There is frequent need to stand, stoop, walk, lift heavy objects (up to 25 kilograms) and perform other similar actions.

Must have own vehicle, and a valid "G" class driver's license. Must be able to travel to multiple offices across Hamilton, Simcoe and Woodstock.

Education/Experience: College or university degree in Computer Science or related field. Relevant experience in IT. Certificates are not required, but highly encouraged.

Remuneration, Education/Training: Starting wage is \$18.60-\$21.50 /hr. based on education, experience, etc.

To apply: Please send cover letter, résumé **and** application form (found online at indwell.ca) to Rudy Essegern (ressegern@indwell.ca). Alternatively, fax **all three pieces** to the number above. We thank all applicants; however, only applicants being considered will be contacted.

Accommodation will be provided in all parts of the hiring process as required under Indwell's Employment Accommodation policy. Applicants need to make their needs known in advance.

Personal information submitted will be used only for employment opportunities within Indwell in accordance with the Freedom of Information and Privacy Act.