



Grande Spirit Foundation

“We provide quality housing that serves the needs of our seniors, families and individuals.”

Grande Spirit Foundation is currently recruiting for a CHAMPION to become our **IT Coordinator**. We are looking for a specialist who has that entrepreneurial flair, that innovative insight when it comes to technology, and who has a business-centric flare to join our GSF team.

This full-time position shall be responsible for working on a combination of IT infrastructure and development/software projects from planning, coordinating, organizing, and guiding all phases of multiple projects that are the direct support of business-led initiatives spanning the entire organization's IT Road Map.

Responsibilities:

- Manage project management in key IT deployments including budgets, resources, planning, and hands-on executions
- Manage vendor relationships and recommendations for IT services on behalf of the organization
- Evaluate opportunities and recommendations for the business and IT phases as the organization's requirements change and transform
- Monitor project performance and analyze deliverables against requirements
- Develop, implement, and/or update the organization's IT policies, procedures, and emergency plans for its security
- Create and update forecasts throughout the year that reflect approved plans and the project
- Provide leadership through advice and utilizing organizational assets to design the execution of the project(s)
- Work with internal and external stakeholders to ensure effective, appropriate, and actionable communications throughout the lifecycle of the project(s)

Experience and Qualifications:

- An all-inclusive champion able to facilitate hands-on any phase of a task, duty, or project
- Experienced in successfully leading all aspects of a project lifecycle
- Post-Secondary in Business, Computer Science, or related discipline or combination of education/certification/work experience
- Formal project management training is an asset
- Experience in working with third-party contracts and teams for project and service delivery
- Excellent knowledge and experience using 365 MS OFFICE applications
- Knowledge of organizational change management methods and practices
- Exceptional customer service expertise with proven ability in a fast-paced environment
- Comprehensive understanding of info security/best practices/governance framework
- Risk management skills to assess technical strategies and security control
- Time Management, organizational, and prioritization skills to successfully meet deadlines
- Solid leadership, commitment to quality controls, and practices
- Effective written and oral communication skills with advanced analytical skills
- Familiarity with specific software packages and management tools
- Budgeting and financial knowledge is an asset
- Contribute to a positive work environment

Organizational Extra:

Grande Spirit Foundation provides **AMAZING INCENTIVES** such as Competitive Compensation, Exceptional Health & Dental Benefits, Vision Care, Life Insurance, RRSP matching, Paid Time Off, and a Progressive and Innovative work environment.

Interested? HR@grandespirit.org

(Grande Spirit Foundation 9505 – 102 Avenue, Grande Prairie, AB T8V 7G9)