



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 Specialist**. We are looking for a specialist who has that **ENTREPRENEURIAL FLAIR**, that **INNOVATIVE INSIGHT when it comes to technology**, and who is **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, overseeing, organizing, and directing all phases of multiple projects that are the direct support of business-led initiatives spanning the entire organization IT Road Map.

Responsibilities:

- **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
- BA in Business, Computer Science, or related discipline or **COMBINATION** of education/certification/work **EXPERIENCE**
- Formal **PROJECT MANAGEMENT** training required
- Experience in managing third-party contracts and teams for project **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
- Strong **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**
- 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.

« The Future Depends on what You do today »

-Mahatma Gandhi

Interested? HR@grandespirit.org

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