



Grande Spirit Foundation

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

The Grande Spirit Foundation (“GSF”) is an organization with over 55 years of experience in the Housing and Lodging setting; representing 12 municipalities; together with over 100 dedicated staff; the GSF organization has been providing reasonably priced housing, quality care, and dignity to seniors and families in the Grande Prairie Region.

GSF is currently recruiting for a **CHAMPION** to become our **IT Specialist**. We are looking for a specialist who has that **ENTREPRENEURIAL FLAIR**, that **INNOVATIVE EYESIGHT**, and who is **BUSINESS-CENTRIC** to join our GSF team.

This full-time position shall be responsible for working on a mix of IT infrastructure and development/software projects by planning, overseeing, organizing, and directing all phases of multiple projects that are in 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
- Minimum 3 years of experience 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 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.

Interested? HR@grandespirit.org

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