



## **Administrative Supports – Technology Coordinator Job Description**

**Reports to** – Early Intervention Director

### **Job Description**

*The primary role of the Administrative Supports – Technology focus is:*

- Support of the administrative functions of the organization and its use of databases & technology.
- Provide day to day user support, set up and training to support the use of technology.
- Work collaboratively with the leadership team to support the implementation of practices and systems that support the use of technology across FCB programs.
- Coordinate the planning, development, and administration of Office 365 collaboration services and SharePoint platforms.
- Maintain & assign FCB hardware.

### ***Duties include:***

- Be the company's Champion for the services pertaining to SharePoint, by managing the day-to-day operations of the system.
- Collaborate with teams across the organization to investigate and solve software, system design, implementation, performance, scalability, and maintainability issues.
- Evaluate and maintain the FCB SharePoint online and Office 365 applications or services within the organization such as Document Management Systems.
- Assist in the design, development, and deployment of technology.
- Develop and maintain user manuals and systems documentation.
- Proactively seek out and identify needed system changes.
- Willingness to learn new technology.

***Skills and Abilities:***

- 3+ years of SharePoint experience as an administrator, developer, or power user.
- Strong understanding of SharePoint Online; Architecture, security, permissions, customizations.
- Ability to track and resolve issues with minimal supervision.
- Excellent communication and interpersonal skills.
- Ability to interact well with technical teams, contract partners, and management at all levels of the organization.
- Relevant degree, or diploma and demonstrated experience.
- Works effectively independently and as a team member.

***Requirements:***

- Proficiency in the English language both written and verbal.
- Reliable vehicle and proof of insurance. (\$2 million liability)
- A current criminal record check and vulnerable sector check.
- Proof of vaccination for COVID-19 will be required at time of hire.
- Acceptable Criminal Record and Vulnerable sector checks.

***Working Conditions:***

This is a permanent half time position. This role will be office based, temporarily located in SE Calgary, will be relocating to NE Calgary.

Estimated start date will be Jan 05, 2022 and this posting will remain open until a suitable candidate is found. Please submit a cover letter Attention: Quinn Donaldson to [careers@foothillscreative.org](mailto:careers@foothillscreative.org). We thank all who apply but will only be contacting those who are selected for an interview.