

IT Manager

Full-Time

NEC Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education.

Position Summary:

The purpose of the IT Manager position is to provide high level assessment, advice, service and security over all of NEC's IT and network functions. The position will provide sound infrastructural advice that supports the growth of NEC, as well as oversee the staff who implement the work, ensuring the organizational needs are met securely and effectively. The IT Manager will be responsible for making financial recommendations and forecasts that will influence NEC's goals and objectives. This position will report to the Director of Operations.

Main Responsibilities:

- Lead large IT projects, including the design and deployment of new IT systems and services.
- Maintain information technology systems and monitor to determine cost and productivity levels, make recommendations for improving the effectiveness and efficiencies of IT infrastructure.
- Help define IT infrastructure strategy, architecture, and processes.
- Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs.
- Manage IT department personnel including hiring, training, and supervision, and development of employees.
- Assess vendors and develop test strategies for new hardware and software.
- Troubleshoot hardware and software issues related to internal IT
- Forecast the future IT & network needs of the organization
- Ensure the safety of NEC's IT and network health, minimize the occurrence of, and deal swiftly with security risks and/ or breaches

Minimum Qualifications:

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field, or equivalent experience.
- 2-5 years of experience working in IT operations.
- Experience leading and managing large IT projects and rolling out IT infrastructures across various technologies.
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems.
- Firm grasp on IT infrastructure and operations best practices.

Knowledge, Skills and Abilities:

- Strong critical thinking and decision-making skills.
- Ability to work among a team of people, and exercise leadership and collaboration.
- Excellent project management skills and strong ability to prioritize.
- Problem solving and conflict resolution skills.
- Excellent interpersonal, communication, and writing skills
- Excellent customer service skills
- Ability to work in an active learning environment and multi-task.
- Strong organizational skills including the ability to effectively and efficiently prioritize work.

Appointment to this full-time position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. We welcome applicants from equity seeking groups to apply, although Indigenous ancestry is preferred. This position is exempted from the bargaining unit.

Closing Date:

Open until filled

Start/End Date:

As soon as possible

Salary:

Based on knowledge and experience

Application Details:

Please submit your resume, contact information for three references from related work experience and a cover letter outlining your interest and detailing how you meet the above qualifications. Address your application to:

Hiring Manager

285 East 5th Avenue

NEC Native Education College Vancouver, BC V5T 1H2

E-mail: info@necvancouver.org