

POSTING

SUMMER EMPLOYMENT FOR YOUTH

Options Community Services Society

Options Community Services Society is a non-profit organization that offers over 80 programs and services within the community. With over 45 years of serving this community, Options Community Services Society continues to be an employer of choice, with many opportunities for continued employment after the Canada Summer Jobs program ends.

This summer will provide an excellent opportunity to gain valuable work experience in the IT department:

- Computer Information System Technician
- Network Administration (Microsoft Option)
- Bachelor of Computer Science

Job Duties and Responsibilities:

This position will be responsible for local workstation maintenance at Options' Admin Office and Satellite Sites and tasks will encompass, but not limited to:

- Assistance in implementing a training and education system for staff within our Computer Network system
 - Working with Managers to build an online education and skills assessment system
 - Building software usage tutorials for staff
- Computer workstation troubleshooting
- Computer hardware maintenance and assembly
- Document and maintain site phone and computer equipment through our IT Asset Tracking System
 - This will require onsite survey and reconciliation on telephone billing records
- Basic network cabling
- Local Workstation Administration
 - Ensure users adhere to IT Policies and educate users where required
- Reinstallation of Windows workstations and joining to domain
- Some heavy lifting, exposure to dust and working in restricted space such as under desks may be required.

Applicants must meet the following criteria, as set out by Service Canada:

- ✓ be between 15 and 30 years of age at the start of employment;
- ✓ be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment, and
- ✓ have a valid SIN at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

PLEASE APPLY TO:

IT Manager
Options Community Services Society

Email: itjobs@options.bc.ca

NOTE: Applicants not selected for an interview will not necessarily be notified.
Options Community Services Society is an equal opportunity employer
committed to hiring a diverse workforce.

Posted: 08/17/2020

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