

# SYSTEM ADMINISTRATOR - TERM

## SYSTEM ADMINISTRATOR – INFORMATION TECHNOLOGY (1.0 FTE - TERM)

Voted one of Maclean’s Top 100 Charities of 2020, YW provides preventive and restorative services to women and their families to help them thrive. YW is committed to support people experiencing domestic violence, advocating for mental health, and enabling women’s economic prosperity.

Reporting to the VP Technology, Digital Strategy & Marketing, this maternity leave coverage will be part of a team that is accountable for providing first line response, Level I and Level II support, for all back-end information technology issues and problems.

### WHAT MOVES YOU

- Your passion for providing information technology support to team members
- Your excellent attention to detail
- Your ability to learn new technologies quickly and troubleshoot to resolve problems quickly

### WHAT YOU’LL DO

- Provide Level I and Level II support
- Perform daily activities for the back end systems including the management and maintenance of YWCA’s server, network, storage and security environment in support of the business services
- Collaborate within the IT team and across YW
- Provide strong customer-service orientation, professionalism and development
- Maintain strong stakeholder relations
- Hold yourself to a high standard of integrity while maintaining confidentiality
- Work with workload management, configuration, automation, optimization and instrumentation in the cloud
- Create user accounts, resetting passwords, adding and removing computers from the Domain
- **One year term: August 2022 – August 2023**
- **Some evenings and weekends required**
- **This is a hybrid work opportunity**

### WHAT YOU’VE DONE

- Technical institute degree/certificate in Computer Science, Information Systems, or other related field or equivalent combination of knowledge and experience
- 3+ years' experience Server or System Administration experience
- Strong Knowledge of Microsoft based operating systems and software (Windows Server, Exchange (O365), Active Directory)
- Experience with Active Directory, Windows Server, VMware system virtualization, Hyper-V and SCCM
- Experience installing software, patches, updates on servers
- Experience with Remote Administration Tools
- Excellent planning, organizational, written, verbal, and interpersonal communication skills
- You are a self-starter, take independent initiative and are reliable and dependable
- You approach your work and others through the lens of equity, diversity and inclusivity

As a condition of employment, YW Calgary requires the successful candidate to be fully vaccinated. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional case by case basis; YW Calgary will adhere with its obligations under the Alberta Human Rights Act.

**If you want to work to change lives, we want to meet you.**

Competition Number: **2022060**

Deadline: **August 22, 2022**

[www.ywcalgary.ca/work-with-us](http://www.ywcalgary.ca/work-with-us)

Apply today with resume, cover letter, and salary expectations to [careers@ywcalgary.ca](mailto:careers@ywcalgary.ca)

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.