



EMPLOYMENT OPPORTUNITY

Scw'exmx Child and Family Services Society (SCFSS) is family-centered and guided by nle?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

As an Indigenous organization serving the nle?kepmx and syilx communities, SCFSS prioritizes the hiring of nle?kepmx and syilx community members. Following community member priority and pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry.

IT & ASSET MANAGEMENT COORDINATOR

Status: Full-time | Permanent
Hours: 35 hours per week | 8:30 - 4:30 | Monday – Friday
Wage: Starting wage commensurate with experience | Range: \$30.52 - \$38.63
Benefits: Comprehensive Benefits Package | Public Service Pension Plan
Location: Merritt, BC

JOB POSTING SUMMARY

Reporting to the Operations Team Leader, the IT & Asset Management Coordinator is responsible for the oversight of all SCFSS inventory and assets. This includes, but is not limited to, SCFSS's hardware infrastructure and software programs, using a living, current asset management tracking system. The IT & Asset Management Coordinator is proficient in providing information technology (IT) support to the organization and member communities. The incumbent will interpret and capture software licensing agreements, communicate software related risks and compliance, and monitor the lifecycle of software maintenance and contracts. The IT & Asset Management Coordinator will assess and prepare budget proposals for the organization's hardware technology needs. Executing the implementation of installing software and hardware for the organization with a prompt response time is necessary for the role of IT & Asset Management Coordinator. The IT & Asset Management Coordinator has significant attention to detail, discretion, initiative, and accuracy to represent SCFSS, including engagement with internal and external stakeholders. The incumbent works to build effective professional relationships within SCFSS, our communities, associated agencies, governments, and the general public.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Liaise with SCFSS teams and community members to identify technical processes and provide expert support in the provision of IT in relation to services delivered by SCFSS
- Train and provide technical guidance for SCFSS team members
- Track and maintain a working directory of SCFSS inventory and assets in coorelation with audit compliance requirements
- Responsible for ensuring that established policies, processes, and procedures, for contracting and procurement strategies are followed with a focus on ability to enhance organization value and efficiency



IT & ASSET MANAGEMENT COORDINATOR

- Monitor IT contractor service supports
- Support project management from concept stage to assessment and implementation
- Develop and execute asset management frameworks, plans, processes and tools to assess liabilities and to prioritise investments to achieve value across the entire organization
- Administer the usage and sustainment of databases through consultation with IT services
- Maintains and generates monthly and quarterly IT statistics and reports
- Participate regularly in team meetings to effectively offer integrated, multidisciplinary, and effective services
- Effective coordination and communication with SCFSS team members, our six (6) Indigenous communities, and other community partners on behalf of SCFSS
- Acts as a positive role model to SCFSS team and community members
- Supports other areas of organizational operation, including administration, vehicle fleet, and emergency planning

SUPERVISION RECEIVED

- Regular consultation and review with the Operations Team Leader
- Annual Performance Evaluation and Personal and Team Work Plan review with the Operations Team Leader

JOB REQUIREMENTS

- Clear Criminal Record check prior to starting employment
- Clear Ministry of Child and Family Development Prior Contact Check prior to starting employment
- Valid BC driver's license without restrictions

EDUCATION & EXPERIENCE

- Bachelor's degree in Management Information Systems, Computer Science, and/or IT Asset Management. Related experience will be considered in combination with education.
- Expert knowledge of software computer systems (MS Office, Xyntax, Citrix, etc.), hardware launching, and technology trouble shooting with effective maintenance
- Minimum of five years of experience working with Indigenous children, young people, families, and communities
- Demonstrated knowledge and professional and personal practice of nłeʔkepmx and syilx traditional values, cultural practice and protocols

MINIMUM REQUIRED COMPETENCIES

- Indigenous Knowledge: working knowledge or willingness to learn nłeʔkepmx and syilx culture and language; sensitivity to the historical and systemic impacts on Indigenous families and communities from intergenerational trauma due to colonialism, residential school history, the sixties scoop, and association with the child welfare system
- Critical Thinking: analytical, methodical, fact-based decision-making, creative problem solving, and considers different perspectives



IT & ASSET MANAGEMENT COORDINATOR

- Business and Strategic Acumen: understands business and strategic concepts and how they apply to SCFSS
 - Communication: professional business proposal writing, clear and confident communication with a variety of audiences
 - Motivation: self-motivated, can motivate others effectively, high productivity
 - Time Management: organized, prioritizes tasks, manages deadlines, delegates responsibilities, and coordinates simultaneous tasks to accomplish goals
 - Conflict Resolution: anticipates, diffuses, and resolves disagreements, confrontations, tensions, and complaints; fosters a positive and cohesive work environment
 - Confidentiality: records data, systems, intellectual property
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APPLY NOW

- Apply now on our website [\[click here to apply\]](#)
- Complete the application form on our website, attach your cover letter and resume
- We thank all candidates for their interest, but only those selected for screening will be contacted