



IT Specialist - Job Description

Northwood Neighbourhood Services (NNS), a charitable organization, has the vision to be a Centre of Excellence in providing settlement support and services. Its mission is to provide programs and services that empower individuals, families, and groups to achieve, maintain and enhance a state of physical, mental, and social well-being.

- Assessing a company's information system and identifying gaps that need to be addressed
- Communicating these gaps to the management in a simplified manner
- Ensuring all systems run smoothly and efficiently
- Ensuring security and privacy measures are in place
- Monitoring security certificates and ensure the organization's compliance with requirements
- Troubleshooting and providing technical support to the company staff whenever needed.
- Installing necessary updates to company software and hardware
- Staying within budget and allocating cost for necessary updates and upgrades

Type: Casual

Rate: Starting at \$18/hour

To apply for this position, submit your cover letter and resume to

Info&northw.ca