

Job title	<i>IT Project Manager</i>
Reports to	<i>Provincial Lead, Operations</i>
Location	<i>Edmonton, Alberta</i>
Details	<i>Temporary, Full-time</i>
Closing Date	<i>October 31, 2021</i>

Who We Are

The Alzheimer Society of Alberta and Northwest Territories is a not for profit association that exists to heighten awareness about Alzheimer's disease and related dementia, provide support services, and, support research into the cause and a cure for this disease.

Our vision is a world without Alzheimer's disease and other dementias.

Our values are "CARE: Collaboration, Accountability, Respect, and Excellence."

The Position

Reporting to Provincial Lead – Operations, the IT Project Manager will act as the lead for the critical review, including the proposal and implementation of well-advised solutions for the Society's internal infrastructure, database, electronic communications, and third-party support. This position's success will require an open minded approach for a result of enhancing the support and utilization of all impacted users.

We are looking for an organized, analytical problem solver with a keen attention to detail. The successful candidate will have experience in project lifecycle management and a background in IT infrastructure and services.

The key responsibilities of the IT project manager include:

- Coordinating with stakeholders to understand the requirements and objectives of the projects.
- Using knowledge of IT governance to conduct analysis, prepare findings, and present recommendations on the future state from an investment and budgeting, usability and privacy perspective to Senior Leadership.
- The planning and execution of the project lifecycle including design scope, budget, resources, schedules and measurables of the project.
- Implementing project deliverables in accordance with development plan.
- Developing and managing relationships with providers and third parties.
- Anticipating risks and developing mitigation strategies.
- Acting as the key contact with project stakeholders to report on progress of the project.

- Efficiently communicating with stakeholders on any issues or topics related to a project.
- Performing quality assurance testing and executing appropriate solutions.
- Using a change management approach, implement training for end users.
- Conducting post implementation evaluation of success and completeness.

Qualifications

- Diploma or degree in Computer Science, or a related field is required
- 3-5 years' experience in project management, PMP certification an asset
- Knowledge of HP servers, Windows Server operating systems, VM's, Arcserve backup and recovery, Cisco access points, firewalls, routers, switches and cloud technologies
- Knowledge of databases (CRM)
- Knowledge of Internet based information forums (ie. ASANT CAFÉ)
- Demonstrated experience producing and maintaining project documents and processes
- Ability to influence business solutions, direction and change at all levels of the organization
- Experience creating and executing the training for end-users
- Proven ability to manage timelines and multiple projects at once
- In depth understanding of Microsoft SharePoint
- Experience creating and implementing training material in a remote environment
- Knowledge of fundraising platform and Learning Management Systems (LMS) would be an asset
- Knowledge of databases, Blackbaud and Razers Edge would be an asset
- Information Technology Infrastructure Library (ITIL) certification would be an asset
- Experience with IT governance, COBIT 5 certification would be an asset.

Working conditions

- 18 month temporary position
- Flexible remote work and office environment with routine use of computer
- Standard 35-hour workweek (Monday to Friday, 8:30 a.m. to 4:30 p.m.)
- Some travel required.
- The Society has implemented a COVID-19 vaccination policy where proof of full vaccination is required as a condition of employment. Employees who cannot be fully vaccinated on the basis of a protected legal ground may request an exemption. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

What We Offer

- Annual Vacation starting at three weeks
- Personal Days
- Wellness Fund
- Christmas Closure
- Remote work available and a commitment to flexibility.

To apply please send a copy of your cover letter and resume by email to: hr@alzheimer.ab.ca

We thank all candidates for their interest. However, only those selected for an interview will be contacted.

The Alzheimer Society of Alberta and Northwest Territories is an equal opportunity employer and values diversity of all kinds.