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| <b>Job title</b>    | <i>IT Solution Manager</i>         |
| <b>Reports to</b>   | <i>Provincial Lead, Operations</i> |
| <b>Location</b>     | <i>Edmonton, Alberta</i>           |
| <b>Details</b>      | <i>Temporary, 12-18 months</i>     |
| <b>Closing Date</b> | <i>June 24, 2022</i>               |

### **The Position**

The Alzheimer Society of Alberta and Northwest Territories is seeking a temporary full-time IT Solution Manager to deliver the critical review, solution proposal and implementation for the Society's internal infrastructure, database, and third-party support. This position's success will enhance the support and utilization of all impacted users.

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

The key responsibilities of this position include:

- Analyzing the technology environment.
- 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 security perspective to Senior Leadership.
- The planning and execution of the projects including design, scope, budget, participating in technology selection, schedules and measurables of the project.
- Implementing project deliverables in accordance with timelines.
- Developing and managing relationships with providers and third parties.
- Anticipating risks, limitations 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 communication plans and 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
- Business analysis experience
- 3-5 years' experience in project and product management

- Experience in requirement gathering and needs assessment
- Knowledge of HP servers, Windows Server operating systems, Citrix, VM's, Arcserve backup and recovery, Cisco access points, firewalls, routers, switches, and cloud technologies
- Experience with CRM implementation
- Knowledge of internet-based information forums (i.e., 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
- Proven ability to manage timelines and multiple projects at once
- In depth understanding of Microsoft SharePoint
- Experience creating and delivering training for end-users in a remote environment
- Knowledge of fundraising platforms and Learning Management Systems (LMS) would be an asset
- Excellent communication and analytical skills
- Self-motivated individual with strong collaboration skills.

#### **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."

#### **Working conditions**

- 12-18-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

#### **What We Offer**

- Annual Vacation starting at three weeks
- Personal Days
- Wellness Fund
- Festive season 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](mailto: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.*