



JOB POSTING **MANAGER, IT SYSTEMS**

About the Canadian Olympic Committee

The Canadian Paralympic Committee is a non-profit, private organization in collaboration with 28-member sport organizations. We are deeply committed to harnessing the transformative power and impact of Paralympic sport.

With a vision of fostering an inclusive world through Paralympic sport, our mission emphasizes both the excellence in games preparation and the promotion of inclusive communities. By celebrating the stories and successes of high-performance athletes with disabilities, the Canadian Paralympic Committee aims to inspire all Canadians to embrace inclusivity and actively engage in sports.

Job Summary:

The Canadian Paralympic Committee (CPC) is looking for an intermediate-level Manager, IT Systems to join the head office team based in Ottawa. The successful candidate will be passionate about providing great support to internal stakeholders, as well as taking ownership of driving improvements to our current IT infrastructure, including internal and external challenges across multiple stakeholder groups. This role is critical to CPC's ability to deliver our mandate and will play a big part in moving the organization forward into future technology cycles.

Type: Full Time

Salary: \$70,000-\$77,000 annually based on experience plus benefits

Reports To: Executive Director, Paralympic Foundation of Canada

Location: CPC Offices in Ottawa, hybrid remote, in-office position Successful candidates *must reside in the Ottawa region* or be willing to relocate to the Ottawa region.

You're a great fit if you:

- Thrive in a fast-paced environment with multiple priorities and deadlines.
- Can see the big picture and act proactively with a solution-focused mindset.
- Take initiative in the absence of clear direction.
- Build internal and external relationships effectively.
- Act and communicate effectively, with appropriate professional judgment and tact.
- Work effectively with stakeholders across multiple geographies.



Your core day-to-day responsibilities and duties will include:

- Responding to desktop IT support tickets (O365, network issues, system access, software installation, etc.).
- Supporting leadership in the implementation of our IT Roadmap.
- Suggesting improvements to digital security, privacy, and operations.
- Maintaining an effective cybersecurity posture for the organization.
- Overseeing network design, management, and performance.
- Ensuring on-site hardware operates optimally and responds to unplanned outages promptly.
- Always be a welcoming a supporting source of help for your colleagues.
- Managing relationships with key technology partners and vendors.
- Staying up to date with new technologies and industry developments.
- Ensuring that all IT and Cybersecurity Policies are enforced.
- Keep system and network documentation up to date.
- Other ad-hoc projects and tasks.

In addition to the core day-to-day responsibilities, this role will also have responsibilities for directly supporting CPC stakeholders during the planning and conducting of Paralympic and Parapan American Games including:

- Coordinating with the Canadian Olympic Committee (COC) and event organizing committee staff on cybersecurity and other IT-related areas.
- Traveling to out-of-country venues ahead of competition to plan on-site desktop and network support during games.
- Provide on-site IT support to Canadian para-athletes and other CPC stakeholders during the games.
- Managing the logistics of acquiring and or transporting IT equipment to and from various competition venues.
- Travel to and work on-site during games for periods of 2 to 3 weeks at a time.

To be successful in this role it would be great if you:

- Posses a college diploma or equivalent.
- Have strong experience in the IT Industry, especially end-user support (5 to 10 years).
- Demonstrate experience in O365 Administration.
- Are a self-starter who can work with minimal supervision.
- Have an empathetic personality.
- Have proven customer service skills.
- Have superior time management and organizational skills.
- Show the ability to work both independently and in a team environment.
- Can think on your feet and outside the box.
- Can utilize developed troubleshooting skills.
- Can work in a constantly changing and fast-paced environment.
- Can learn new concepts quickly and share this knowledge with others.
- Possess exceptional written and verbal communication skills.
- Are fluent in English, spoken, and written (Other languages are an asset).



Required Technical Skills and Experience

- Windows 10/11
- Windows Server
- Office 365 (including Security & Compliance)
- Virtualization (VMWare or Hyper V)
- Active Directory/Azure Active Directory
- Exchange
- SharePoint administration
- Networking (TCP/IP, DNS, DHCP, Troubleshooting, etc.)
- Microsoft MEM/InTune
- Hardware Support (desktop, server, network)
- Scripting languages: PowerShell, BASH, etc.
- Endpoint, Systems, and Network Security
- Networking, Microsoft, and/or Cybersecurity certifications are highly recommended

Nice-to-Have but not Required Technical Skills and Experience

- Linux/Ubuntu
- Smartsheet administration
- Azure/AWS
- Konica Minolta printers
- Meeting Owl

Important information-Working Conditions:

- This role is based in Ottawa and will be a hybrid remote, in-office position.
- Successful candidates must reside in the Ottawa region or be willing to relocate to the Ottawa region.
- Successful candidates must be able to legally work in Canada, hold a valid passport, and be able to travel internationally for work as required without restriction.
- Will be required to work evenings and weekends during busy periods, including during Games time and other special events.

Application Process:

If you share our passion for sports and are committed to the CPC values, please submit a cover letter and your resume.

Please apply through BambooHR using the following link:

<https://paralympic.bamboohr.com/careers/103?source=aWQ9Nw%3D%3D>

Deadline to apply: **February 13, 2025**

Please note that only those selected for an interview will be contacted.



CPC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, record of offences, age, marital status, family status or disability. We strongly encourage people from underrepresented or marginalized groups to apply.

CPC welcomes and encourages applications from First Nations, Metis, and Inuit peoples, racialized persons, persons with disabilities, women, and/or 2SLGBTQ+. Accommodations are available on request for candidates taking part in all aspects of the selection process.