



Information and Technology Assistant

(35 hours/week for 8 weeks)

Hourly Rate: \$20.00

Summary

The Children's Aid Society of the District of Nipissing and Parry Sound is seeking an outgoing and eager individual to fill a full-time summer position as and IT Assistant. All actions are performed according to the vision, mission, values and overall strategic direction of PARNIPCAS. These positions are outside of the Bargaining Unit. Onsite work required.

Information and Technology Assistant – Working in collaboration with the Information Technology Systems team, the individual will assist with managing help desk tickets for a variety of issues related to software, hardware, programming and general IT issues that come up in day to day service delivery. The individual will also assist with several major IT-related projects.

Post-secondary education or relevant technology training/experience required. Certified Computer Technician will be considered an asset.

APPLICATION PROCESS

Qualified applicants are encouraged to email their resume and cover letter to the Human Resources Department: hr.information@parnipcas.org.



PARNIPCAS is committed to a barrier-free, respectful, accessible, and inclusive work environment. We will endeavor to remove any barriers to the hiring process to accommodate those applicants with disabilities. Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process.

We are committed to having a workforce that is reflective of the diversity of our community and strongly encourage applicants from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Only those candidates selected for interviews will be contacted, however, we thank all applicants for their interest.