



Mennonite New Life Centre of Toronto
Toronto ON

Position Title: Information Technology Assistant

Status: Contract; 8 weeks @ 30 hours per week

Level: Entry

Salary/Rate: \$11.45 per hour

Reporting: Information Technology Coordinator

Application Deadline: Fri June 2nd, 2017

The Mennonite New Life Centre is a vibrant, multi-cultural settlement agency for newcomers to Canada, with three offices across the GTA. The Centre supports newcomers to participate fully in all aspects of Canadian life. We provide a comprehensive range of settlement, employment and mental health services, coupled with a focus on community engagement and advocacy.

The IT Assistant will assist the IT Coordinator with the overall implementation and maintenance of all technological equipment, databases, systems and processes at our three (3) GTA locations.

This position is funded through the Canada Summer Jobs Program and only eligible applicants will be able to apply. Eligibility requirements include the following:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act²; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Responsibilities:

- Support the maintenance of all technological equipment including computer network, email, phone system, printers and peripherals at all New Life Centres.
- Set up and configure computer hardware/operating systems in a Microsoft network environment.
- Install and test software. Respond to move, add, update and change requests of both hardware and software. May include physically moving hardware, running cabling, etc.
- User support in a cloud-based, Microsoft environment
- Provide IT Equipment set up support during events
- Set up new accounts on all equipment as needed and orient/train new employees on desktop applications

Qualifications:

- Near completion of post-secondary diploma or degree in a related IT field
- Hardware/Software installation and maintenance experience

- Experience installing, maintaining, troubleshooting and providing support for MS Small Business Server™, Windows XP/7, Microsoft Office™ products specifically MS Access, MS Exchange™, MS CRM, Sharepoint Services™ and/or other similar technology
- Good listener/communicator, able to understand program needs and deliver technical solutions
- Excellent time management, ability to multi-task; self-motivated and is an effective team player
- Ability to travel between service locations; access to vehicle and a valid driver's license is an asset
- Commitment to social justice and community service

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage residents from the communities we serve and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Internal and external candidates may apply.

Please note that only candidates to be interviewed will be contacted.

Please apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at jobs@mnlct.org. Please quote reference # OA052017 in the subject heading of your application.

For more information about the Mennonite New Life Centre visit www.mnlct.org.