



# Providence Living

Honouring every life story

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| <b><u>Posting:</u></b>        | <b>013N23 Non-Contract</b>  |
| <b><u>Status:</u></b>         | <b>Term Part Time (6-Month Contract)</b>  |
| <b><u>Job Title:</u></b>      | <b>IMIT Assistant &amp; Jr. SharePoint Developer</b>                                      |
| <b><u>Effective Date:</u></b> | <b>TBD</b>  |
| <b><u>End Date:</u></b>       | <b>TBD</b>  |
| <b><u>Hours of Work:</u></b>  | <b>0.84 FTE; 60 hours bi-weekly</b><br><b>Monday to Friday; Between 9:00am and 5:00pm</b> |
| <b><u>Salary:</u></b>         | <b>\$25.00 per hour</b>   |

## **PURPOSE:**

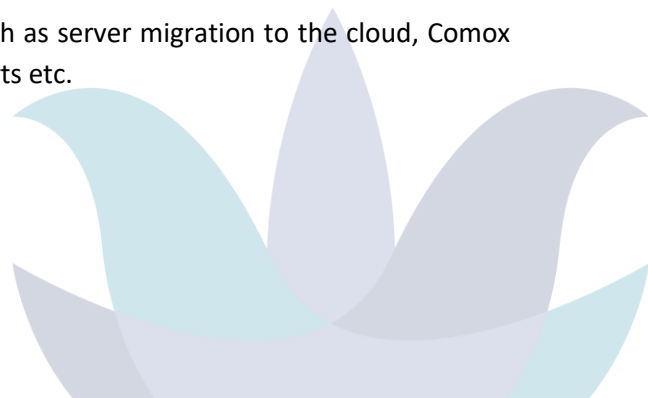
*Providence Living is a newly created non-profit Catholic-sponsored health care organization focused on long-term care, assisted living, housing, and other community services to support seniors and their family members. We are committed to re-imagining the experience of seniors, especially those living with dementia, and to creating communities and fostering a culture where seniors are empowered to make decisions that affect their quality of life.*

The IMIT Intern will work under the IMIT Coordinator and provide excellent support to the organization. Responsibilities include constructing SharePoint sites, coordinating the flow of our employee Intranet, IT administrative support, helping staff liaison with our IT Support company on issues and supporting management and leadership when needed.

## **SPECIFIC ACCOUNTABILITIES:**

1. Building and designing a variety of company SharePoint Sites for file storage.
2. Integrate features into SharePoint sites such as Power Automate, Power Apps, Power BI etc.
3. Expanding as well as maintaining SharePoint sites with a strong focus on our employee Intranet.
  - Identifying, debugging, and resolving errors that may appear in relation to sites and workflows.
4. Creation of content types, site columns and terms that will be used across company SharePoint sites.
5. Learning and creating JSON code for special formatting for us within SharePoint site libraries and lists.
6. Work on-site at our Vancouver locations 50% of time to assist IT Support company, staff and management with troubleshooting when needed. Including but not limited to:
  - Assisting with IT issues in conjunction with our IT Support company.
  - Setting up and troubleshooting local workstation issues to assess if an IT support helpdesk ticket is required.
  - Helping staff set up email accounts.
7. Support IMIT Coordinator with various ongoing projects such as server migration to the cloud, Comox Valley new building development, hardware refreshes, reports etc.

**Providence Living**  
**Human Resource Services**  
**T: (778) 736-1250 | [HR@providenceliving.ca](mailto:HR@providenceliving.ca)**  
**2137 Comox Avenue**  
**Comox BC V9M 1P2**



## **QUALIFICATIONS:**

### **Education, Training and Experience:**

A level of education, training, and experience equivalent to high school graduation, plus a certificate in IT. Additional related course work in IT and 1-2 years experience in IMIT. Proven ability to work in a dynamic environment with a variety of disciplines to maintain and foster good working relationships.

### **Abilities:**

- Strong computer skills and extensive knowledge of the following applications: Windows, MS Office: Word, Excel, Outlook, PowerPoint, SharePoint
- Excellent interpersonal skills, including tact and diplomacy, in dealing with a variety of work situations, staff, physicians, government representatives, and the general public
- Excellent oral and written communication skills
- Strong sense of teamwork
- Aptitude to be proactive requiring minimum direction
- Ability to anticipate and resolve issues before they escalate
- Capable of decision making/problem solving within predetermined guidelines
- Organizational skills and ability to work independently
- Ability to work under pressure with short turnaround times; flexibility to ensure deadlines are accommodated
- Basic knowledge of computer workstation setups an asset

**This posting will remain open until successfully filled.** Please apply in writing to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through [hr@providenceliving.ca](mailto:hr@providenceliving.ca)

Thank you.

Human Resource Services

DATE: Sept 20, 2023