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## **JOB POSTING - Temporary Full-Time Technology Specialist**

August 23, 2017

### **CUPE Ontario Division is seeking a Temporary Full Time Technology Specialist**

If you have a deep sense of social justice, have experience or interest in the trade union movement, and are a critical thinker and self starter who works well as part of a team, loves campaigns, projects, and operates within an anti-racist, anti-oppression framework then this opportunity is for you. CUPE Ontario is seeking a Technology Specialist to direct and oversee all aspects of information technology including database management, website management, system administration and maintenance and desktop support. If you enjoy using technology to problem solve; this position is for you.

**Internal and External applicants are invited for the position by August 31, 2017 at 4:00pm (EST).**

CUPE Ontario's mission is to advance the lives of 258,000 members all across Ontario, both at work and in their communities, by mounting campaigns for political mobilization, facilitating the coordination of collective bargaining, and fighting for social justice, equality, and against all forms of discrimination. As Ontario's largest public sector union, we have a deep commitment to strengthen and continue to build public services for the citizens of our province, and we see the fight against privatization as integral to all that we do. We work strongly in coalition with community groups and other unions to achieve our goals. As the political wing of Canada's largest union, political action and equity work are central to all aspects of our action plan which is developed and passed each year directly by the membership of our union.

CUPE Ontario is in the process of exciting growth and development and we are looking for an individual with the skills, abilities and stamina to fill the role of Technology Specialist in our fast paced office. CUPE Ontario is committed to building a strong and diverse organization that is reflective of our members and society at large.

**Position Dates: Early October 2017 – February 1, 2019**

### **SUMMARY OF DUTIES:**

#### **Systems Planning**

- Provide recommendations on a strategic plan that include but are not limited to IT deficiencies and solutions, improving current infrastructure, moving to more cost effective systems and providing comprehensive report to inform IT functions;
- Responsible for developing and implementing all project plans associated with software development, replacement, conversion, and integration within the IT system framework at the CUPE Ontario including budgeting;
- Recommend practices and protocols for IT;
- Ensures licenses and domain registrations are current;

#### **Servers**

- Establish routine maintenance protocols and perform routine maintenance. Responsible for ensuring servers are properly maintained and upgraded including performing routine hardware

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**Fred Hahn**  
President

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**Candace Rennick**  
Secretary-Treasurer

maintenance. Liaise with suppliers and service companies in the maintenance of network systems and in the installation of new server software and software;

- Backups and disaster recovery. Maintain and develop back-up protocols and has technical skills to work with our server software including assisting with permission protocols;
- Manage network firewall;

### **Desktop Support**

- Provide direct end user support in the operation of PCs, laptops, and printers;
- Assist and instruct staff to perform computer operations;
- Determine, order, install appropriate hardware and software;

### **Security**

- Maintaining network security;
- Responsible to ensure computer systems are secure and current;

### **Database Management**

- Responsible for technical support of database;
- Responsible to create and support web based applications;

### **Other**

- Other duties as assigned;

### **QUALIFICATIONS:**

- Post-secondary education in Information Management, Information Systems or Computer Science, plus 5 years experience in network environment or equivalent combination of education and experience;
- Suitable combination of education and experience in a network environment including experience in application support, systems analysis, design, implementation and maintenance; knowledge of data communications / networking and in the use of personal computer hardware / software / peripherals;
- Demonstrated project development and management skills;
- High degree of competency in Microsoft Office programs and PC operating systems;
- Ability to install and maintain a Windows Server 2008 R2 environment, Virtual Private Network (VPN), Internet Information Services installation, Cisco ASA 5505;
- Ability to maintain servers and Apache installation on a web server running a Linux operating system;
- Strong working knowledge with database systems, programming and languages such as PHP, SQL, Javascript, HTML & CSS;
- Experience working with postgresSQL would be an asset;

- Demonstrated experience with the development, management and maintenance of WordPress based websites;
- Has working knowledge of the certification process for SSL certificates and connections;
- Experience with web layout, design and a variety of web related tools;
- Experience with CloudFlare, MailChimp, SendGrid and Office 365 would be an asset.
- Excellent problem-solving abilities;

**COMMUNICATION / INTERPERSONAL SKILLS:**

- Has excellent interpersonal communications skills and functions well and can effectively communicate technical information to non-technically proficient users;
- Sound interpersonal and political communication skills appropriate to providing a quality staff and member experience, including the ability to establish and cultivate respectful relationships with people from diverse backgrounds;
- Ability to develop and carry out plans with sound independent judgment and minimum supervision;
- Proven ability to learn new technologies very quickly;
- Proficiency in social media is a must;
- Strong problem solving ability;
- Bilingualism is an asset;

**Start Date:** Early October 2017

**Weekly Salary:** 1,578.96 per week. Benefits, pension and conditions of employment are set out in the Collective Agreement between CUPE Ontario and COPE Local 343.

**Hours of Work:** The successful candidate must be available to work flexible hours including evenings and occasional weekends.

**Applications:** Persons interested should send their resume and cover letter in word or PDF. Applications will be accepted via e-mail with “**Technology Specialist**” in the subject line to the attention of Meaghan Dixon, Operations Coordinator at [mdixon@cupe.on.ca](mailto:mdixon@cupe.on.ca) no later than August 31, 2017 at 4:00pm EST.

We thank all interested applicants; only short-listed candidates will be contacted.

CUPE Ontario welcomes the contributions that individuals from equality seeking communities bring to our organization and invites aboriginal people; people of colour; women; gays, lesbians, bisexuals, queer oriented people; transgender and transsexual persons; single parents; members of ethnic minorities; newcomers and/or refugees; people with disabilities; and people of all ages to apply. We encourage all applicants to describe the contributions and experiences they as individuals who identify as equality seekers would bring to CUPE Ontario in their cover letter. Please identify if you are a CUPE member.

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