



Manager, IT

ABOUT US

Campfire Circle (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

THE OPPORTUNITY

Reporting to the Director, IT, the Manager, Information Technology oversees the day to day operations of the organization's Information Technology, including servers and backups, cloud services, computers, networks, website, telephony and wireless technology for the office in Toronto and all campsite locations. The successful candidate will have good management skills, proven professional experience and a detailed knowledge of industry's best practice processes. The Manager, Information Technology leads a small team to support all staff with technology in order that Campfire Circle achieves its mission of providing kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

Key Accountabilities:

1. Technology Management:

- a) Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, hardware, network equipment, firewall and wireless.
- b) Work with a Managed Service Provider to organize and schedule maintenance, upgrades and backups.
- c) Establish and maintain relationships with IT vendors and service providers
- d) Assist the Director of IT with the creation and management of CAPEX/OPEX budget. Manage procurement in budget and report on expenditures
- e) Coordinate system upgrades, enforce and follow IT best practices and documented procedures.
- f) Identify problematic areas and implement strategic solutions in time
- g) Preserve assets through asset management system, information security and control structures.
- h) Support projects & IT solutions towards broader company initiatives.
- i) Consciously create successful employee relations within and outside your department that promotes positive workplace culture.
- j) Develop and promote a healthy and safe work environment and overall wellness culture.

2. Risk Management:

- a) Identify and reduce risks that will affect IT services to departments.
- b) Maintain an IT business continuity plan
- c) Ensure security of data, network access and backup systems
- d) Provide Cybersecurity training for all staff.

3. People Management:

- a) Provide oversight and direction to staff in accordance with the department's strategic planning and annual objectives. Develop clear and concise guidelines to identify group projects and how to track progress.
- b) Manage weekly/bi weekly department meetings, identify areas of focus, and develop agenda, assign and follow-up on responsibilities and duties.
- c) Working with Human Resources, actively participate in the recruitment and selection process.
- d) Coach, mentor, and develop staff, including overseeing new employee onboarding and providing career development planning and training opportunities.
- e) Manage staff performance and development by maintaining regular check-ins, documenting and addressing achievements and areas of improvement. Lead the annual goal-setting performance review process.

ABOUT YOU

QUALIFICATIONS

- a) 5+ years Information Technology job related
- b) Proven working experience as an IT manager or relevant experience
- c) 2 – 3 years leading a team
- d) Degree in business or information technology or equivalent experience
- e) Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- f) Business Analysis and technology procurement experience
- g) Experience working with the web is advantageous
- h) Good program & project management skills with the ability to prioritize activities effectively to execute multiple projects in parallel
- i) Excellent oral and written communication and desire to work in a collaborative environment
- j) Takes initiative with a mindset for continuous improvement
- k) Current driver's license and the ability to be covered by camp's insurance policy

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

WORKING CONDITIONS

- a) This full-time position works out of the Toronto office and will be required to travel to overnight campsites and program sites as needed
- b) Some evening and weekend commitments will be required
- c) Working in an open office setting, option for some remote work from home
- d) In consideration of the population CAMPFIRE CIRCLE serves, the incumbent is a non-smoker

COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$60,000 - \$70,000, comprehensive benefits package, RRSP matching, vacation, and professional development.



HOW TO APPLY

Please send a cover letter, resume and expected salary to careers@campfirecircle.org with the email subject reading **2022031 – Manager, IT**

This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit www.campfirecircle.org - No phone calls please.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at careers@campfirecircle.org or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/about-campfire-circle/careers/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.