



The Canadian Association
for Enterostomal Therapy

Association Canadienne
des Stomothérapeutes

CAET Job Posting

April 9, 2018.

Information Technology Systems: IT Coordinator (Part-time)

Job Description

The Canadian Association for Enterostomal Therapy (CAET) (Nurses Specialized in Wound, ostomy and Continence) a not for profit /registered charity, and the CAET Academy which is owned and operated by the CAET, are looking for a part-time skilled IT Coordinator to be responsible and accountable for the smooth running of our association websites (2) and CAET Academy Moodle Platform within the limits of requirements, specifications, costs and timelines. You will supervise the implementation and maintenance of our association's information technology needs.

You will perform both technical and administrative tasks to ensure functionality and efficiency of our website and Moodle Platform used by the CAET Academy for educational programs in wound, ostomy and continence.

Reporting directly to the Executive Director, the successful candidate will have the knowledge and skills in website and Moodle Platform management, proven professional experience and a detailed knowledge of industry's best practice processes.

Responsibilities

- Manage information technology - websites and Moodle System
 - Plan, organize, control and evaluate IT and electronic data operations

- Act as link between end users and higher level support
- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
 - Ensure that all website links work
 - Assist in setting up/ posting new information (website updates)
 - Integrate website with social media program
 - Launch and manage You Tube Channel
- Identify problematic areas and implement strategic solutions
- Audit systems and assess their outcomes
- Preserve assets, information security and control structures
- Operate within annual budget and ensure cost effectiveness
- Maintain licenses and upgrade schedules
- Ability to troubleshoot and repair issues
- In addition, the CAET Academy Learning System Support has 3 general responsibilities:
 - Set up all online courses for ETNEP and additional continuing education courses at the beginning of each term, ensuring that:
 - all links operate, due dates for quizzes, discussions and assignments are correct,
 - any new/revised quiz questions from instructors are incorporated and quizzes are set up,
 - and load new/revised content provided by program instructors;
 - Maintain the online courses by:
 - making corrections to web pages,
 - repairing broken links to external online resources,
 - promoting consistency in the instructors' use of Moodle & the learning content system
 - and updating instructions for students;
 - Support students in their use of Moodle through:
 - assisting them to navigate, load assignments, participate in discussions,
 - responding to requests for operational clarification

- and assisting them with personal computer problems related to the use of Moodle.

Job Requirements

- Proven working experience as an IT Coordinator or relevant experience
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
 - Experience with Learning Management System
 - Understanding SCORM packages
 - Understanding of Word Press web site design
- Expertise in data center management and data governance
- Hands-on experience with computer networks, network administration and network installation
- BS in Computer Science, MIS or similar field or a Community College program in Computer/Information Systems Management preferred

Number of Hours per week :10 hours per week 48 weeks per year.

Salary: Will be discussed with applicants

If you are interested in this position, please e mail a cover letter and resume with attention to the CAET Executive Director Catherine Harley by April 23, 2018 at office@caet.ca