



<b>JOB TITLE :</b> Website and IT Systems Coordinator	<b>DATE:</b> November 1, 2018
<b>REPORTING TO:</b> <b>Communications &amp; Operations Manager</b>	<b>DOCUMENT:</b> Job Description

### **SUMMARY OF POSITION**

Reporting to the Communications and Operations Manager, the Web and IT Systems Coordinator works to provide technical support to all GFD web properties and IT systems. Functions overseen by this position include the update and maintenance of the GFD web properties, internal systems and network administration support.

### **DUTIES**

- Provides expertise in software development, programming, network security and server capacity and maintenance
- Performs systems analysis and provides improvement plans
- Leads the activities in areas such as network management including content, overall structure, and custom design of additional software; application and database management
- Liaises with IT contractor(s) on development projects and system security reporting as required
- Ensures all web based services and databases are secure, operational and running efficiently
- Maintains knowledge with current and new technology and software
- Acts as gatekeeper for data security and ensuring required security standards are followed
- Provides network administration support as required

### **QUALIFICATIONS**

- A level of education, training and experience equivalent to a degree in Computer Science or a relevant discipline
- Three years' recent related experience in computer programming and network administration
- Well versed in current web technologies, developments and server technology
- Demonstrated knowledge of programming languages including HTML, CSS, PHP, and JavaScript
- Demonstrated knowledge of database technology specifically working with MySQL
- Experience with CRM and CMS software programs
- Organized with solid project management skills
- Advanced interpersonal and customer service skills as well as a high level problem-solving skills
- Ability to make decisions and determine appropriate action as required
- Experience with data conversion and migration
- Knowledge of Visual Fox Pro is an asset

**Interested candidates should send a resume and cover letter to [hr@gfd.org](mailto:hr@gfd.org)**