



Information Systems & Programs Assistant Temporary Full Time

Open to Members and Community Members only

The Information Systems & Programs Assistant is a temporary mentored work experience position. They are responsible for assisting the IS&P Manager with certain high-level duties, and will gain hand-on experience with overall system management in a Windows environment.

This is an opportunity to learn more about working and supporting the technology used within an organization and if this might be the right career path for you.

About the position

The successful applicant will work alongside the Manager of Information Technology with:

Documentation & Forms

- Assisting with the creation of IS&P department documentation.
- Assisting with rebuilding existing documents to match WMFN style guide standards.
- Assisting with migrating existing forms to and creating new forms in Adobe Sign.
- Assisting with WMFN website content formatting and documentation.

System Management & Training

- Assisting with decommissioning & replacing evergreened technology equipment.
- Building, maintaining, and training in a Windows Server based training environment.
- Building, maintaining, and training in a network and communications training environment.
- Assisting in the creation of, and taking part in, staff training & workshops.
- Assisting the IS&P Manager with general day-to-day troubleshooting & user assistance.

The Successful Candidate

- No formal education or previous experience necessary.

Knowledge, Skills and Abilities:

- Basic computer skills.
- Basic interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.

What We Offer



Full time employment, on a temporary basis, 70 hours every 2 weeks, Monday to Friday (every second Friday off).

How to Apply

Interested candidates can email their cover letter stating why they are interested in this position and any previous experience they have related to computer usage and interest and their resume to: jobs@westmo.org.

Every applicant will be considered. Coaching and training will be provided.