



**JOB TITLE:** ICT Technician  
**REPORTS TO:** ICT Coordinator and Director of Finance  
**LOCATION:** Nanaimo, BC  
**COMPETITION #:** 2025-01  
**CLOSING DATE:** March 10, 2025  
**PURPOSE:** To provide IT and Telecom Support for the BC Forest Safety Council (BCFSC) under the direction of the ICT Coordinator and Director of Finance

### PRIMARY RESPONSIBILITIES:

The primary responsibilities of this position are to assist with installation, configuration, maintenance and support of computer and communication network systems. This position will be the first point of contact for general day-to-day troubleshooting and assistance.

### SPECIFIC ACCOUNTABILITIES INCLUDE ASSISTING WITH:

- Configuring, ordering, maintaining, and deploying IT resources (laptops, cellphones, printers, etc.)
- Supporting staff (local and remote) with their software and workstations
- Local domain and cloud service administration
- Managing physical and virtual servers
- Coordinating IT vendors and contractors
- Work with contractors to develop customized software
- Maintain and update IT documentation
- System monitoring and investigation
- Maintain and practice proper disaster recovery and data backup plans
- Maintain and update cybersecurity measures
- Writing and updating web content in HTML, CSS, JavaScript, and PHP
- Analysis, design and implementation of systems

### SKILLS AND EXPERIENCE

- 3+ years in a similar role
- Strong communication skills
- Must be a team player
- Must work well with individuals of all levels of an organization
- Ability to multitask and collaborate in a busy environment
- Strong problem-solving skills
- Ability to address issues quickly and independently, balanced with judgment to escalate issues as needed
- Experience with Microsoft Office products, certification is an asset
- Experience with Microsoft 365 products & Entra ID administration is an asset
- Experience with Dynamics 365 CRM is an asset
- Experience coordinating IT vendors and contractors is an asset
- Experience with database administration is an asset
- Knowledgeable in cybersecurity

- Experience with Linux is an asset
- Experience with VMware ESXi is an asset
- Strong attention to detail and dedication to accurate and high-quality work
- Programming skills would be considered an asset
- Experience with Moodle LMS administration is an asset
- Familiarity with WordPress is an asset

**DESIRABLE ATTRIBUTES**

- A positive, flexible, enquiring and energetic approach to work
- Professional demeanor
- Ability to work well with others and be part of a team
- Demonstrated initiative

BCFSC is committed to creating a diverse workplace. We rely on a team with a rich variety of skills, knowledge, backgrounds, abilities, and experiences which reflects the diversity of the people and organizations we serve. We are committed to fostering a welcoming, inclusive, and supportive work culture where everyone can contribute as their best, authentic self. We encourage all qualified applicants to apply.

Please send your resume to the attention of: [careers@bcforestsafe.org](mailto:careers@bcforestsafe.org)