



Database and IT Auditor

Overview

The Federation is currently celebrating its 60th year as an organization providing capacity building, governance support and financial auditing to over 230 non-profit member organizations, including 151 community associations. We serve more than 20,000 volunteers!

We are looking for a motivated, organized, and IT focused individual to help us assess our data management needs.

Duties:

Tasks and Responsibilities

- Conduct needs assessment of IT system, security and data backup/collection needs
- Conduct a digital audit of software and utilities in place and their ability incorporate needs
- Research solutions to IT audit data and security needs
- Recommend for implementation product(s) to address needs
- Implement solutions

Skills and Experience Required

- Computer science
- Database management
- IT security and information management

Terms of Employment

June 7 to August 20, 2021 – 35 hours per week

NOTE: This is a Summer Student Placement and the applicant must be a student and under 30 years old.

Wage

\$18.00 per hour

How to Apply

Email resume and cover letter to leslie.evans@calgarycommunities.com

Deadline: Friday, May 7, 2021

The Federation is an equal opportunity employer, where personnel are recruited and employed without discrimination based on race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, sexual orientation, marital status, source of income, or family status.