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community

Santropol Roulant is hiring !

Information Systems Administrator

Santropol Roulant is looking for a knowledgeable and autonomous person to manage our IT systems on a part-time basis

About Santropol Roulant

Santropol Roulant uses food as a vehicle to break social isolation between generations. Creatively and collaboratively, we strengthen and nourish our local community with our novel approaches to active community engagement, youth leadership, food security and social inclusion.

About the Position

The IT Systems Administrator holds the responsibility for maintaining and improving the technology systems that support the day to day work at Santropol Roulant, primarily composed of our staff workstations, Linux servers, hardware, databases, local network and open source softwares.

This position is well suited for either an experience tech professional looking to diversify their skillset, or a self-motivated, independent learner seeking to improve their Linux and programming abilities. Opportunities to work independently and significant freedom to innovate are key benefits of this position, as well as the opportunity to contribute one's skills to the development of a vibrant community organisation.

Though the Information Systems Administrator will report directly to the Director of Operations and to the Executive Director, communication with all staff members is an important component of this position.

Key responsibilities include :

- Maintain office workstations and remote web/e-mail VPS
  - Purchasing of desktop computers and complementary hardware, adhering to the IT budget
  - Installation and updating of software as required
  - Monitor performance and health of VPS (server and network)
  - Creation of new user accounts
  - Backup of data
- Ensure the ongoing functioning and development of the server, internal networks, databases, website, and phone system.
- Diagnose, troubleshoot and follow-up on any server or workstation crashes
- Support other staff in their work, whether troubleshooting or tackling of a specific project

We are looking for candidates with the following skills, interests and experiences :

Technical Skills and Requirements :
- Experience working with Linux both as a desktop and server operating system
- Comfort with the command line

- Some knowledge of programming/scripting (e.g Python, Bush) and networking
- Some familiarity with web development to provide support for staff members using our databases

Soft skills :
- Committed to improving Santropol Roulant's IT infrastructure: software tools, documentation, hardware
- Interest in working with open source software
- Ability to prioritize tasks and improvise within limited means and timeframes
- Comfortable communicating and troubleshooting with staff members with less knowledge of IT systems

Experience installing, configuring, and operating any of the following is an asset :

- Nginx or Apache
- Wordpress
- MySQL
- Docker
- Django

- NFS or Samba
- PHP
- Dovecot, Postfix, SpamAssassin e-mail stack
- Configuration management tools such as Ansible

Contract Details :

This is a **two-year contract** with the possibility of renewal, with a trial period of 3 months. We offer a flexible schedule that can be adapted according to the needs of the employee and Santropol Roulant. We ask that the candidate commit to working at least 4 hours per week from the office, and **work on average 8 hours per week**. Additionally, we ask that they be available to respond to urgent requests for repairs / troubleshooting within a 12-hour window (excluding planned vacations / absences). This position is remunerated at $15.33 / hour.

As an organization that works to break social and economic isolation and bring people together across social barriers, Santropol Roulant recognizes that people who experience structural oppression and marginalization have a lot to offer our community. People of colour, those recently arrived from other countries, people with disabilities, women, two-spirited and queer people, trans people, and other candidates who experience marginalization are strongly encouraged to apply and to self-identify in their cover letter.

Our primary office space is step-free and has an accessible washroom, but our second floor and basement are not wheelchair accessible. This position in particular does not pose any major challenges to those with reduced mobility. Please contact Stephanie if you have any questions about the accessibility of our work area or your participation in an interview process.

To apply, please send a CV and cover letter detailing your relevant experience and interest in the position to the Informations Systems Administrator Hiring Committee at rh(at)santropolroulant.org or 111 Roy East, Montreal, Quebec, H2W 1M1. The deadline to apply is **Monday, March 20th, 2017** at 9am. We encourage interested candidates to submit their applications early and to come by the space to get an idea of the systems they would be working with. For more information, call us at 514 284 9335, write to Stephanie at stephanie(at)santropolroulant.org, or come by our offices.