

The Town of East Gwillimbury is conveniently located along Highway 404 in northern York Region and has been identified as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, active social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

The Town of East Gwillimbury is embarking on a multi-year service Modernization Program designed to maximize resident value through the adoption of leading practices, technologies, and staff development. To support the Modernization Program, there is an exciting opportunity within the Corporate Services Department. The Information Technology branch is seeking (2) student resources to join its technology team. One role will focus on providing technology support in the areas of hardware and software solutions. The second role will provide project management administration to the various modernization related initiatives.

Information Technology Analyst (one position):

Key responsibilities include monitor in-bound IT service requests, resolve hardware and software issues, provide assistance to IT staff, project teams and users. Other duties include hardware setup, software installation and administration, develop user training material, and assist with department end-user communications.

The preferred candidate is enrolled in an Information Technology / Computer Science program and able to demonstrate awareness of data management, security, networking, software development and system administration principles. Knowledge of the following will be beneficial: Windows 10, IOS, SharePoint, SQL, HTML, Python, Microsoft Office Suite, M365, Power BI, ETL (concepts), Graphical Information Systems (GIS) technologies.

Project Management Administration (one position):

Key responsibilities include participation in project management activities including maintaining project management artifacts, coordinate project meetings, user requirement gathering, business process documentation and project management reporting. Experience developing business workflows / process mapping documentation would be an asset.

The preferred candidate is enrolled in a Business Communications / Management program with exposure to business analysis and project management tools and techniques. Knowledge of the following will be beneficial: SharePoint, Microsoft Office Suite, M365, Power BI.

Key skills for these roles:

- Strong analytical skills
- Attention to detail
- Teamwork
- Written and verbal communication skills
- Interpersonal skills
- Flexibility
- Adaptability

Rate of Pay: \$20/hour, based on 20-35 hours/week

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is April 20, 2021.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.