IT Systems Administrator – Hybrid position, Deux-Montagnes, QC.

ORGANIZATIONAL BACKGROUND

Established in 2005, 4Korners is a community-based organization. We are dedicated to supporting the well-being of English-speaking residents of the stunning Laurentians region. Our goal is simple: to offer inclusive and empowering services that meet the diverse needs of our English-speaking community, regardless of age or background. Through activities and programs related to health and social services, education, arts and culture, our mission is to strengthen a vibrant Laurentian community where every individual's story contributes to this richly diverse mosaic.

With a unique and ambitious mandate covering a large territory, we are seeking a highly organized and proactive IT Systems Administrator to manage and support our internal technology environment. The position plays a key role in maintaining data integrity, system security, and operational efficiency across the organization.

As a hybrid position, work will be required at the office of assignment, in satellite offices occasionally, and virtual.

OBJECTIVE

The IT Systems Administrator is responsible for the reliable operation, security, and optimization of the organization's IT systems and data platforms. This role ensures effective administration of Microsoft 365, endpoint and device management, Airtable databases, and cybersecurity practices, while supporting staff with onboarding, training, and day-to-day technical needs.

RESPONSIBILTIES

Microsoft 365 Administration

- Manage users, licenses, security groups, and access control
- Support Exchange Online, OneDrive, SharePoint, and Teams
- Maintain Conditional Access and MFA policies
- Troubleshoot email, account access, and sync issues

Airtable Administration & Data Management

- Design, maintain, and optimize Airtable bases for tracking attendance, people records, activities, and internal reporting
- Build and maintain formulas such as ARRAYUNIQUE, rollups, unique attendee counts, and relational field logic
- Troubleshoot data integrity issues and performance problems
- Create views, automations, and workflows to support operational reporting
- Train staff on proper data entry and usage best practices
- Document Airtable structures, formulas, and processes
- Manage and update the membership database
- Maintaining data quality and supporting data clean-up

Website Design, Development & Maintenance

- Design, build, and maintain the organization's website(s) using WordPress and Elementor
- Manage website structure, page layouts, navigation, and content updates to ensure a consistent and user-friendly experience
- Maintain and update Elementor templates, global styles, and reusable components
- Perform routine WordPress maintenance, including core, theme, and plugin updates
- Troubleshoot and resolve website issues related to performance, layout, plugins, and compatibility
- Implement basic front-end customizations using HTML, CSS, and light JavaScript as needed
- Manage website security best practices, including backups, user permissions, and plugin vetting
- Optimize website performance, accessibility, and mobile responsiveness
- Collaborate with communications and marketing teams to support campaigns, landing pages, and content updates
- Ensure website integrations function properly (forms, email marketing tools, analytics, embedded content, etc.)
- Document website configurations, processes, and update procedures

Endpoint & Device Management

- Manage Windows, macOS and iPadOS devices using Microsoft Intune
- Configure, deploy, and maintain configuration profiles, compliance policies, and update rings
- Push OS and application updates to macOS devices
- Provide and maintain compliance of company laptops

Cybersecurity & Awareness

- Deliver cybersecurity awareness training (phishing, VPN usage, password hygiene)
- Review and respond to phishing incidents
- Assist with IP blocking, threat remediation, and suspicious activity analysis
- Maintain reporting procedures for security events
- Help maintain a safe and secure working environment, including the application of data protection policies and procedures.

Administrative duties

- Support with onboarding new employees on day-to-day office systems, including the creation of user accounts and training for different platforms.
- Source, liaise, and supervise contractual IT service providers
- Other administrative duties as assigned by the Executive Director and Director of Operations.

QUALIFICATIONS

- Bachelor's degree in information technology, Computer Science, or a related field, or equivalent professional experience

- Proven experience administering Microsoft 365 services (Exchange Online, SharePoint, OneDrive, Teams, Entra ID/Azure AD)
- Hands-on experience with endpoint management tools, preferably Microsoft Intune
- Experience designing, maintaining, and managing relational databases or low-code platforms
- Experience supporting users in a small to mid-sized organization
- Relevant certifications (desirable), such as:
  Microsoft 365 Administrator, Microsoft Endpoint Administrator.

ESSENTIAL SKILLS (assets for the role)

- Microsoft 365 admin console management
- Conditional Access and Multi-Factor Authentication (MFA) configuration
- Knowledge in automation tools such as Zappier and MAKE (Integromat).
- Knowledge of website design and maintenance (Elementor, WordPress)
- Proficient in English and French
- Knowledge of cybersecurity principles, identity and access management, and data protection best practices
- Ability to learn new skills, techniques or work structure quickly as needed.
- Ability to independently organize, plan and determine work priorities to meet strict deadlines, in an environment with multiple and competing priorities.
- Excellent organizational and analytical skills, with keen attention to detail.
- Good interpersonal skills with an ability to work as part of a small interdependent team as well as to manage own workload and work independently.
- Ability to maintain confidentiality.
- Being agile while working with a diverse, interdisciplinary team

OTHER KNOWLEDGE AND SKILLS (desirable for the role)

- Airtable base design, formulas (e.g., ARRAYUNIQUE, rollups), relational logic, and automations
- Familiarity with Asana or project management programs
- Experience in health and social service and/or community
- Experience working in the non-profit sector including all aspects of membership and volunteer management, reporting to funders.

Please note: You don't need *all* the qualifications, skills, and experience listed to apply for this position, just enough to thrive in this role. At 4Korners we are one team, one family. We support one another and achieve great results together.

Core competencies for this role include: ***Planning and Organizing, Critical Thinking, Service Orientation, Teamwork, Communication.***

Deadline to apply: ASAP. Open until filled
Start date: to be discussed. Ideally, February 23, 2026 at the latest.
Compensation: - $23 - $33 / hr
Hours of Work: 32-35 hours per week.
Schedule: Monday to Friday. 4Korners schedule runs from 8:30 a.m. to 4:00 p.m.
Location: Hybrid. Partially onsite in Deux-Montagnes or Lachute. Some travelling within the Laurentians may be required. Flexibility to work 2 to 3 days from home.

WHY JOIN 4KORNERS?

You will be joining an organization that believes and practices its values. A charity organization that is reference to other community organizations. You will be part of a team that delivers with care and professionalism.
In addition, 4Korners provides its employees with:

- Insurance plans (medical, dental, life insurance, disability)
- Tele Health program
- A Retirement Savings Plan (after 1 year of service);
- Two weeks of paid vacation during the December holiday season;
- A paid Mental Health Day and a personal day per year. We value our team's Mental Health and follow a philosophy to contribute to a positive workplace;
- Flexi-time. Up to two weeks per year of remote work from anywhere in the world (after 1 year of service).
- Other benefits beyond the Labour Standards of Quebec;
- Competitive mileage rate and training;
- Cell phone and internet reimbursement stipend.

HOW TO APPLY

Please email your CV and cover letter stating your experience and outlining how your profile suits this position to recruitment@4korners.org

We appreciate the time and energy candidates put into this process, however only those chosen for interview will be contacted.

If you are selected for this role, you will be required to complete a successful pre-employment screening process which includes a satisfactory Enhanced Police Information Check (E-PIC).

4Korners is an equal opportunity employer and values diversity in its workforce, encouraging applications from all qualified individuals. We strongly encourage applications from members of the Government of Canada's job equity groups (i.e., persons with disabilities, Aboriginal peoples, and newcomers to Canada), and from all groups who experience marginalization. We encourage applicants to self-identify in their cover letter if they are comfortable doing so. Due to the nature of our work traditionally being women led, and to contribute to gender equality in the workforce, we also encourage men to apply.