

IT Specialist

Part-Time | In-Office (3 days per week, 8:30 a.m. - 4:30 p.m.)

Salary: \$30,000 per year; \$27.47 per hour

SeniorsNL is looking for a dynamic and tech-savvy IT professional to join our team and play a key role in advancing our digital capabilities. As an IT Specialist with SeniorsNL, you will combine strong technical expertise with creativity to enhance digital platforms and support programming and services. This is an exciting opportunity for someone who is passionate about using technology to make a meaningful impact in the lives of older adults and their communities.

Key Responsibilities

- Manage website and social media platforms
- Create publications, brochures, posters, invitations, newsletters, and other promotional materials
- Ability to adapt to new systems (iCarol and data management).

Qualifications & Skills

- Proficient skillset in digital technology
- Proficient in Microsoft Office Suite and Canva
- Detail-oriented with expertise in design
- Excellent written and oral skills
- Self-motivated, creative and dependable
- Able to work both independently and as part of a team

Education

Post-secondary certificate, diploma, or degree in a related discipline, or an equivalent combination of education and experience will be considered.

Application Instructions

Interested candidates are invited to submit their résumé via Indeed.ca or by email to resumes@seniorsnl.ca by Monday, April 27 at noon.