

## Employment Opportunity IT Systems Assistant

### POSITION DETAILS

**Title:** IT Systems Assistant

**Term date:** June 15, 2026 - August 14, 2026

**Hours/week:** 30 hrs per week

**Schedule:** TBD, may include remote work

**Wage:** \$24.00 per hour

*This job is funded by the Canada Summer Jobs grant. Applicants must be between 15 - 30 years old, and be Permanent Residents/Canadian Citizens to be eligible.*

### ABOUT THIS OPPORTUNITY

LifeCycles cultivates healthy communities by bringing people together to grow, harvest, and share local foods. Working in urban gardens and orchards, we are reimagining the way that we live and eat in cities. We believe that food is at the heart of thriving, diverse communities and a healthy planet. Our programs distribute fresh local produce to community members and service agencies, while mentoring the next generation of food leaders. Through transformative learning experiences, we strengthen our connections with each other, the food we eat, and the land it comes from. In doing so, we are building a more resilient and equitable food future.

Our projects operate on unceded Coast Salish Territories, specifically the lands of the ləkʷəŋən and W̱SÁNEĆ peoples. For more information about what we do, visit: [www.lifecyclesproject.ca](http://www.lifecyclesproject.ca)

### OVERVIEW

LifeCycles is seeking an organized communicator and web developer to assist with the continued development and use of our volunteer portal called the Gleaning Hub, as well as work on updates to the Lifecycles website. The role will include tech support, website development, assisting with office operations, and occasional assistance with Lifecycles Project activities.

The IT Systems Assistant will work closely with LifeCycles Executive Director, the Communications Coordinator and Fruit Tree Project Manager.

### KEY RESPONSIBILITIES

#### Volunteer Portal

- Learn the ins and outs of the Gleaning Hub and create a site map
- Assist our computer developer in making changes and creating efficiencies to our Volunteer Portal - the Gleaning Hub

- Develop and execute digital skills training sessions for our Senior participants who use the Gleaning Hub
- Assist in creating asynchronous Orientation sessions and related quizzes

### **Communications and Website**

- Contribute to the LifeCycles monthly eNewsletter
- Work on redevelopments to the LifeCycles website (which uses Wordpress), including overseeing updates, site mapping, improving the flow of the website and making key information easier to access

### **Lifecycles Program Support**

- A subsidiary aspect of your job will include the following:
  - Assist with our Lending Library administration and equipment distribution
  - Opportunities to get out into the field and participate in picks or sorts on an as needed basis (no more than one day per week)
  - Receiving volunteers or program participants and assisting with fruit pickups, box dropoffs and general inquiries while in the office

### **Desired Qualifications and Attributes**

- Experience working with community-based projects and non-profit organizations
- Ability to work with a diversity of people
- Excellent organizational and communication skills
- Excellent computer skills including coding. Education or experience in this field is strongly preferred. Experience working with Wordpress websites
- Must work well independently and as part of a team
- Commitment to and awareness of food, health, poverty and transforming our food systems - awareness of food security issues and sustainability on Vancouver Island
- Problem solver - you learn quickly; you can spot problems or gaps and are excited to find solutions to make systems more efficient/impactful
- You are comfortable at a desk - you have experience using IT communications tools to make things work more efficiently, and you feel comfortable using and learning new software
- You are personable and patient, able to support people of all ages with technology

**TO APPLY**, email your resume and cover letter (as a single PDF) to Alex McArdle at [info@lifecyclesproject.ca](mailto:info@lifecyclesproject.ca) by **May 13th, 2026**. Please use the subject line: **"IT Systems Assistant."**

\*\*Please include your last name in the filename(s) of your application materials.\*\*

LifeCycles Project Society is an equal opportunity employer. We encourage women, people of Indigenous ancestry, people of colour, LGBTQIP2SA individuals and members of other diverse communities to apply for careers with our organization.

We also understand that statistically, marginalized groups will only apply for a position if they meet 100% of the qualifications while dominant groups will apply when they meet only 60%. We encourage you to apply even if you do not feel that you meet 100% of the above job description qualifications.

LifeCycles runs programs on unceded Coast Salish Territories, specifically of the Kosapsum, Songhees and WASÁNEC Peoples.

We thank everyone for their interest, but only those selected for interviews will be contacted.