

**Technology Specialist
Job Posting
Salary Range: \$105,000 - \$115,000**

Focused Education Resources (Focused Education) is hiring a **Technology Specialist** to join their growing technology team and has retained Chemistry Consulting Group to assist with the search! Currently Focused Education members consist of all 60 BC school districts, more than 100 independent and First Nations schools, and the Northwest Territories and the Yukon Departments of Education.

Under the direction of the Director of Technology Services, the primary role of the Technology Specialist will be to provide subject matter expertise in the Microsoft Cloud/365 platform and related technologies to members of the K-12 school district community, to ensure the successful execution of the Focused Education Resources Cybersecurity Services program.

The Technology Specialist is responsible for advising, coaching, planning, and implementing Microsoft Cloud/365 related initiatives in support of school districts to assist them in protecting their technologies and data.

RESPONSIBILITIES

Technical Leadership

- Lead technical support and define requirements for Microsoft Cloud/365 related projects.
- Advise, maintain, and apply industry best practices in cybersecurity and data governance.
- Champion strategies to protect school district data, communications, and technologies, from being stolen, manipulated, held at ransom, corrupted, or otherwise accessed illegally.
- Liaise with third-party technical service providers to support Focused Education Cybersecurity Services initiatives.

Planning & Execution

- Design, implement, and support secure solutions aligned with organizational security policies and industry best practices.
- Support and train:
 - Security configurations, including multi-factor authentication, conditional access policies, data loss prevention, and information protection.
 - Security services including Microsoft Defender for Office 365, Microsoft Defender for Identity, Microsoft Cloud App Security, and Azure Active Directory Identity Protection.
 - Secure backup and disaster recovery processes for Microsoft 365 data and services.
- Monitor and advise on security alerts, incidents, and potential threats within Microsoft 365 environments.
- Conduct regular security audits, vulnerability assessments, and penetration testing for Microsoft Cloud/365 services.



- Provide security awareness training and guidance to school districts on secure practices within Microsoft applications.
- Stay current on application security updates, patches, and new security features.

Change Management

- Evaluate the impact of change on students, staff, parents, and partners, as part of the risk mitigation process.

Project Management

- Plan and coordinate Microsoft technology related projects.
- Provide estimates for initiatives.

EDUCATION AND EXPERIENCE

- B.Sc. in computer science or related discipline
- Related certifications like Microsoft 365 Certified: Security Administrator Associate or Microsoft Certified: Information Protection Administrator Associate
- An equivalent combination of education and experience may be considered
- 4 - 6 years of experience in Microsoft technology administration at the enterprise level
- In-depth knowledge of Microsoft 365 security features, including Microsoft Defender suite, Azure Active Directory, and Microsoft Information Protection

REQUIRED SKILLS

- Strong scripting and automation skills using PowerShell and other scripting languages
- Excellent problem-solving, analytical, and critical thinking abilities
- Ability to document, graph or otherwise visually represent security concepts, configurations, and workflows
- Project - oriented
- Analytical with meticulous attention to accuracy and detail
- Strong understanding of Windows operating systems
- Strong understanding of the TCP/IP stack
- Strong understanding of cloud platforms and how they integrate into security models
- Excellent organizational, administrative, interpersonal, and communication skills (verbal, written and presentation)
- A high level of professionalism and ability to collaborate and work effectively with all stakeholders
- Ability to maintain strict confidentiality, exercise initiative, diplomacy, and discretionary judgment
- Demonstrated ability to compose written material in a variety of formats
- Ability to work under pressure and manage competing priorities and demands

KEY INTERFACES

- Director of Technology Services
- Cybersecurity Analysts
- Member school districts



WORKING CONDITIONS

- Vancouver office - based
- Hybrid work model - required time working in - office on average 2 days per week, but is negotiable depending on location
- Attendance at meetings or organization events
- 15% to 20% inter-provincial travel

WE OFFER

- A collaborative and support team environment
- Highly competitive total compensation package
- Flexible schedule
- Extended health, medical and dental benefits
- Municipal Pension Plan

Diversity, equity and inclusion is a core value of Focused Education Resources, one that is strongly supported and demonstrated throughout the organization. All qualified applicants will be given fair and equal consideration regardless of ethnicity, race, sexual orientation, gender identity and expression, culture, disability, nation of origin, age, or religion.

To apply to this position, please respond by email to hr@chemistryconsulting.ca, citing **Focused Education – Technology Specialist** in the subject line. Please submit a cover letter, and resume detailing your experience and qualifications, as well as outlining why you are interested in this position.

We would like to thank all applicants, however only those selected for an interview will be contacted. No phone calls please.