

Co-Director IT/IM/Privacy

Open Arms Patient Advocacy Society is currently recruiting an IT, Privacy and Analytics Co-Director to join our team! We are a non-profit Alberta organization that advocates for families and patients to help them obtain the best possible outcomes within the healthcare system.

- The primary responsibility of the Information Management and Analytics Technology Director is to ensure the information of the organization is maintained, organized, readily retrieved and accurate. Manage and ensure all information systems are maintained, functional and optimized.
- Develop technical expertise in new, innovative software to quickly deliver value.
- Execute technical work; perform and support programming, software integration, and data integration activities.
- Responsible for the maintenance, integrity and management of the Website and perform all needed changes.
- Execute technical work; perform and support programming, software integration, and data integration activities.
- Determine and perform regular adjustments to the database, website, e-mails and any additional technology that may be acquired.
- Manage and ensure all information systems are maintained, functional and optimized.
- Perform document quality checks and act to rectify quality issues.
- Produce data analysis, reports, charts, and investigation of company and client data.

To apply, please fill out our volunteer intake form on the following link:

<https://openarmsadvocacy.com/volunteer/>