



Systems and Data Specialist

Purpose:	To ensure the company's data is stored, managed and analyzed correctly.
Reports to:	CEO
Length:	Contract with potential to grow into full-time position.

Forest Foods works with Indigenous organizations to protect, enhance, and develop non-timber forest values.

Focusing on innovation and collaboration, Forest Foods' mode of work is through management services and partnerships, both of which are directed by the Indigenous organizations' approach to reshaping how land is managed and developed. Our mission of *Changing Forest Values*, from timber-centric to bio-centric—a set of forest values that reflects pre-contact biodiversity and land management principles — requires combining the wisdom and experience of traditional knowledge with the emerging science of adaptive ecosystem-based management.

As a Systems and Data Specialist, you will work closely with the CEO and General Manager.

About You:

- **Strong Problem-Solving Skills** – you possess an analytical mind and enjoy solving problems. An ability to perform deep thoughtful analysis and discover solutions is required for this role.
- **Lifelong Learner** – you are committed to keeping up to date with latest technologies and industry innovations.
- **Passion for Operational Excellence** – you have an approach and track record in achieving operational excellence where personal drive, high quality work, and getting things done are critical success factors.
- **Collaborative Communication** – you have a collaborative spirit that helps you to work well with others and communicate effectively.
- **Cultural awareness** – you acknowledge the present-day, systemic barriers that Indigenous peoples face due to a history of colonialism.
- **Emotional intelligence** – you possess the ability to understand different experiences and empathize and hold opposing positions in comfort.
- **Driven to innovate** – you have the self-possessed desire to make improvements and work outside the box.

Skills/Attributes:

- Possess a basic understanding in the foundation of data science or computer science and willing to take initiative and work hard to help support our core operations and innovations.

- Strong Data management skills – must have a thorough and proven understanding of the principles of data management and administration.
- Problem-solving skills – able to tackle problems under pressure.
- Experience being a change agent in the implementation of new technology.
- Excellent verbal and written communication skills
- Post-secondary education in Computer Science, Information Systems Management or related discipline. A degree not necessarily a requirement.
- Experience in managing Database Systems, Systems and Data Integration processes, tools and related services and component development.
- Background in GIS, ecology, forestry, biology, agriculture or related discipline is a highly desirable asset.
- Familiarization with Acumatica is a strong asset.

Primary Responsibilities:

- Provide insight into data management best practices and systems.
- Build internal data management logic and structure for company.
- Responsible for administration, optimization, tuning, health, monitoring and availability of database systems.
- Ensure all database best practices are documented, followed, and maintained to evolving industry standards.
- Establish rules, protocols, and procedures so that information can be shared securely and responsibly.
- Collaborate with fellow staff members to discuss any data problems that may arise and develop potential solutions.
- Work with team to ideate software solutions and design project scope/timelines and budgets.
- Seek and recommend new technologies to address specific business needs or to enhance integration practices.
- Promote new knowledge to the larger team.
- Coordinate testing prior to implementation to ensure responsiveness and efficiency.
- Ensure all applications are developed with security and data protection as a priority.
- Evaluate the implementation of the project(s) with continuous improvement in front of mind.

Priority Tasks:

90-day priority development list includes:

- Data storage and logic tree
- Apply logic tree to Sharepoint and OneDrive files
- Project cost tracking systems
- Integrate existing database and recommend a CRM system
- Product tracking and inventory systems (Acumatica)
- Shipping and receiving systems
- Product processing systems
- OH&S master program

If this sounds like you, please submit your professional resume, qualifications and a brief (1 page) written piece that explains the importance of data management systems in supporting

growth within an organization, to Jordan Brown (jordan@forestfoods.ca). Position will remain open until a suitable candidate is found.

Employment Type: Contract, Part-Time. Full-time optional. *Estimated* 240 hours level of effort, with potential for full-time employment

Desired Start Date: June 1st, 2020

Compensation Information: Base rate \$25 - \$60 an hour.

We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities and persons of unique abilities. We thank all applicants for their interest. However, only those selected for an interview will be contacted.