

DEVOPS OFFICER

(REMOTE)

\$90,000 – \$120,000

ABOUT PACIFIC RIM EARLY CHILDHOOD INSTITUTE

On behalf of our client, Pacific Rim Early Childhood Institute (Pacific Rim ECI), we are searching for a DevOps Officer to join their team.

Established in 1989, Pacific Rim ECI is a respected provider of distance education programs designed for students pursuing careers in licensed daycares, preschools, and other childcare facilities. Their programs meet the certification requirements for Early Childhood Educators (ECE) in British Columbia and beyond.

Pacific Rim ECI is known for its flexible and learner-centered approach, offering high-quality education supported by a dedicated team of professionals who are passionate about the early childhood education field. The organization fosters a supportive, culturally inclusive environment and is committed to helping students succeed in their academic and professional journeys.

ABOUT THE DEVOPS OFFICER ROLE

Reporting to the Chief Information Technology Officer, the DevOps Officer is responsible for supporting the development and ongoing administration of all aspects of information systems and technology within the organization. This role plays a key part in maintaining and enhancing Pacific Rim ECI's digital infrastructure to support the delivery of high-quality distance education programs. The DevOps Officer will lead and support software development and deployment, testing and troubleshooting, system maintenance, security, user support, and training. They will also collaborate closely with internal stakeholders to identify and implement innovative technological solutions that improve operational efficiency, scalability, and user-friendliness, while enhancing the Institute's ability to effectively and efficiently meet evolving needs.

This is an ideal opportunity for a tech-savvy professional with strong development experience—particularly in Python and Django—and a solid background in system administration, cloud services, and IT support. The successful candidate will have a passion for technology and a desire to make systems smarter, more scalable, and user-friendly, ultimately contributing to the success of Pacific Rim ECI's students and staff.

This is a fully remote position, with the expectation of working 35 hours per week from 8:00am-4:00pm PT Monday to Friday. Candidates must reside within Canada.

KEY RESPONSIBILITIES

Website Maintenance and Development:

- Update website code - update code as dependent third-party software, such as Python and Django,
- Add website features for administration staff - design and develop data entry pages, provide consultation and create customized reports, develop and maintain code for generating official documents.
- Add website features for instructors - design and develop instructors' student lists, practicum video recordings, CopyLeaks plagiarism detection etc.
- Add website features for students - design, develop and maintain student registration pages, enrollment pages, profile pages, online exam proctoring system, secure transmission of enrollment files.
- Testing - write automated tests in Python and Javascript, manual testing of features, and UX testing.
- Update GitHub repository for tracking website code changes.
- Audit website error logs.
- Respond to technical concerns in a timely manner during regular business hours (8am-4pm PT).
- Administer AWS cloud infrastructure, including EC2 instance running Amazon Linux, S3, RDS, CloudFront, Amazon Inspector, CloudWatch, CloudTrail, IAM Roles, Route 53.
- Server maintenance and administration - administer Amazon Linux server with package management, permission management and Docker
- Maintain Documentation of system

Manage Office Application- Office 365 Tenant (email, OneDrive, SharePoint, etc.)

- Configure app security policies.
- Add, remove, troubleshoot Office 365 accounts.
- Perform remote wipes of company data when devices are retired.
- Renew and configure Apple Push certificate and Microsoft auth secret for device enrollment.

Staff Training and Support

- Onboarding and training staff for usage of Office 365 - enroll devices in Microsoft Intune, sync, OneDrive and SharePoint folders from Cloud to computer, install and configure Office 365 apps etc.
- Provide IT security training to staff;
- Triage staff IT support requests.

Security and Risk Management

- Identify security vulnerabilities, the need for upgrades and opportunity for improvement.
- Facilitate IT security audits or investigations.
- Review server security audits from hosting company and liaison for remediation of security issues.
- Review cyber security processes and documents regularly.

SKILLS AND QUALIFICATIONS

Education & Experience:

- Bachelor's degree in Computer Science, Software Engineering, or a related field.
- 5+ years of experience in software development and website/application management.
- Proven experience developing web applications using Python and Django frameworks.
- Experience providing IT support across platforms (email systems, web browsers, Mac and Windows environments).
- Background in customer or client-facing roles, with a service-oriented mindset.
- Previous experience working in remote or distributed team environments is an asset.

Technical Skills:

- Proficiency in:
 - Python
 - Django
 - HTML, CSS, and JavaScript
 - MySQL
 - Linux system administration
 - Office 365 administration including Active Directory, Exchange, Intune, Teams, SharePoint/OneDrive

Preferred Experience (Nice to Have):

- Docker and containerization
- Managing Python virtual environments
- Amazon AWS administration
- Integrating with APIs (e.g., PayPal)
- DNS configuration and management
- Familiarity with unit testing frameworks (e.g., Django unit tests)
- Copyleaks API
- An LMS like Blackboard

Additional Qualities:

- Excellent interpersonal and communication skills, with the ability to collaborate across technical and non-technical teams.

- Highly detail-oriented with a commitment to delivering thorough, high-quality work.
- A genuine passion for technology and a drive to use it to streamline processes and solve problems.
- Self-motivated, adaptable, and proactive in identifying opportunities for improvement.

Pacific Rim ECI is looking to add a DevOps Officer who is able to work independently and be responsible for tasks and assigned timelines. The ideal candidate would be someone who can comfortably work with all members of the Pacific Rim team and explain IT topics in a clear, patient and helpful way. At Pacific Rim ECI, they rely on technology in many of their day-to-day tasks and are always looking at new ideas and problems which can be solved using software, etc. This role would require an individual who enjoys learning about new technology solutions and can create organized plans for sourcing and implementation of new solutions. If you're qualified and interested in this role, please submit your resume to daniela.sanpedro@mnp.ca

Please submit your application through MNP's official process and avoid making speculative approaches to Pacific Rim ECI or its staff members, as such approaches will not support your application.