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IT CONTRACTOR

The Calgary Chinese Elderly Citizens' Association is a charitable organisation established in 1985 that provides a supportive environment aimed to enhance the well-being of Chinese older adults and their integration into Canadian society.

As part of our 2025 strategic initiatives, we are seeking an IT Contractor to implement three key automation projects focused on enhancing HR and administrative efficiency. This role will be responsible for delivering Microsoft 365 automation solutions and developing a secure AI agent to support staff.

Deliverables:

1. Develop a secure and user-friendly AI chatbot agent for employees, integrated with Microsoft Teams and SharePoint
2. Design and implement two automated request workflows using Microsoft Power Automate, with integration into Outlook, Teams, and SharePoint, including approval routing, tracking, and notification features
 - Leave Application System
 - Purchase Request System
3. Ensure secure data handling and maintain compliance with applicable digital and cybersecurity legislation, regulations, and organization policies
4. Develop and deliver training materials and user documentation to support the employees

Qualifications:

- Bachelor's degree or diploma in related discipline, preferably in Computer Science, Information Technology, or a related discipline.
- Experience in IT systems, workflow automation, or AI development is an asset.
- Proficient in Microsoft 365 tools, including Power Automate, Outlook, Teams, and SharePoint.
- Strong understanding of digital privacy and cybersecurity
- Fluency in writing English and Chinese
- Proactive, ability to work independently and attention to detail
- Estimated deliverable duration: approx. two months, concluding by December 15, 2025.

Please submit resume and cover letter to elaine.ogada@cceac.ca. We would like to thank you in advance for your interest in this contractor position. Please note that only candidates selected for an interview will be contacted.