



Job Opening: Software Developer

17 June 2016

Firm Description

Common Good Solutions Inc. (CGS) Common Good Solutions Inc. supports the growth and success of Community and Social Enterprise in Canada. It means we're here to help non-profit managers, small business owners and cooperatives to define, achieve and measure the economic, social and environmental impact they make in their communities. We do this by providing training, resources, services and consulting assistance to help them achieve those goals. We are skilled professionals, with decades of enterprise development experience working with hundreds of small businesses, nonprofits and community groups from coast to coast to coast. CGS is a growing firm, with two founding partners, a growing team of employees, and a group of associate consultants located throughout the region. For additional details, please go to www.commongoodsolutions.ca

Position Description

We are seeking a Software Developer for our Learning Management System (LMS) for the socialenterpriseinstitute.ca, an online learning platform that CGS has launched. This includes organizing video, pre- and post-test content, downloadable working files, layouts, and more. Another role of this position will be to manage users of the site - for troubleshooting, billing, tracking, and sales opportunities through a newsletter and social media.

The LMS Coordinator will play an essential role in the success of CGS's work and development by building and maintaining the website socialenterpriseinstitute.ca and its users.

Key Contacts:

- Supervisors, LMS Coordinator, staff/peers, customers & suppliers
- Project Manager
- Director of IT

Supervisory Responsibility

Direct: Self (no direct reports)

Indirect: providing mentoring to more junior staff as required (not really supervisory but can be connected to that type of responsibility)

Duties

Primary Duties

1. Websites/web applications/custom software:

- Integrate web designs with CMS, newsletter, e-commerce and other software including custom solutions
- Do any custom programming, configuration, and other work related to software prior to deployment.
- Provide training as needed for either end users or account representatives.
- Deploying the software in conjunction with technical support team.
- Support any requests related to such software
- Stay on top of new technologies and new releases of existing software/technologies.

2. Internal projects:

- Provide support, consultation, and software development for any internal projects as required (could include the initiation of, or follow through on, new products and services)

3. Service Clients:

- Provide timely expert advice and support to clients for web site, and FTP tools as well as any other technologies.
- Advance and complete client projects according to their timelines, requirements, and priorities.
- Identify and service needs proactively
- Provide technical support and act as a liaison to our support when the issue is related to the client's computer systems, network, and other supported hardware.

Capabilities and Attributes

Decision-Making Authority

Can suggest solutions (including software to be used, job costing, outsourcing of development, and other key project decisions) pending approval by supervisor. Can schedule own working hours within parameters set out by supervisor (project schedules, scheduled meetings, etc).

Problem Solving Responsibilities

If it makes more sense to ask for help, or involve others, one should do so, but try and do so with a proposal for them to evaluate. Solve it yourself if possible. If something new is learned, share it with the group for future reference.

Education & Training Requirements

Web and database programming experience is essential, and may super-cede any formal education if there is a reasonable body of work or portfolio as proof of experience.

Must self-train on new technologies and be willing to take courses, as directed, to advance knowledge in areas required for our product and service development.

Must be comfortable learning new technologies, programming languages, and software systems 'on the fly'.

Experience Requirements

Programming: ASP; ASP.NET; SQL/Access; Javascript; HTML; Crystal Reports development; Windows Server technologies; IIS configuration; DNN deployment, configuration, and module development; understanding of e-commerce and payment gateway configuration; other web technologies (e.g. PHP, MySQL, perl, blogging systems, newsletter template systems, etc).

Project & time management (in terms of gathering specifications, designing a solution, estimating and managing the time and resources required, software development best practices, management of outsourcing).

Other Key Skill Areas

- Client relationship management; time management; working with a team and alone; self-motivating/directing/evaluating; acting as a technical resource to others; training end users; etc.
- Thorough understanding & appreciation for the meaning of service
- Confidentiality of all company & client information and/or business practices
- Best practices balanced with company budget & goals

- Strive for excellence in customer service & satisfaction
- May research and evaluate a variety of interactive media software products.

Performance Measurement

- Projects completed on time/on budget; satisfied clients.
- On a project-by-project basis: billable hours targets set and achieved.
- Contributions to, and creation of, new products and services.
- Building team capabilities and doing your part to make this a place people want to work.
- Happy & satisfied customer(s)
- Account for at least 40hrs of time by week by keeping timesheet & reporting done daily (complete log of time daily)
- Use project system to report task(s) progress & completion
- Jobs done promptly & responsibly

Office Location and Lifestyle

The LMS Coordinator will work within our professional office in Halifax. Applicants should be prepared to live and work in Halifax. Hours of work are 9am - 5pm, Monday to Friday.

Compensation

This is a full-time position, with an annual compensation agreement subject to renewal. Compensation includes an annual salary in the range of \$36,000 to \$40,000, plus annual professional development support, and co-paid benefits. Compensation also includes 3 weeks of vacation.

Common Good Solutions Inc. is an equal opportunity employer.

To apply, email a resume and cover letter to stephanie@commongoodsolutions.ca. This posting will be open until the position is filled, when it will be removed from our website: commongoodsolutions.ca