

Job Title: Computer Systems Analyst

Job description:

We are seeking an enthusiastic and dedicated individual to join our team as a Computer Systems Analyst at the Islamic Center of Markham. Our organization and its membership are growing in number. Over the years, we have used various legacy systems that store data in different formats. This has increased our risks of being able to centralize the right information in one place. Hence, there is a lot of duplicated and manual efforts being put in to manage the data. As an analyst, you will be expected to analyze our organization's current computer systems and procedures and design/suggest improvements. The analyst will help our organization operate more efficiently.

Key responsibilities:

- Consolidating data and updating our master database such as in QuickBooks, Mail Chimp, and similar services that we have in use.
- Performing IT asset inventory and labelling computer equipment
- Collaborating with colleagues to determine the strengths and weaknesses of the existing systems, identifying areas for improvement.
- Taking information and designing/building improved systems.
- Encouraging and implementing improvement of processes is required.
- Assisting in leading workshops for the Summer Coding Camp.
- The analyst is expected to work with different people, understand team dynamics and perform in group.

Preferred Skills:

- Adaptability
- Collaboration
- Communication
- Creativity and Innovation
- Digital skills
- Numeracy
- Problem solving
- Technical skills
- Critical thinking skills

Qualifications

- Good technology skills
- Ability to collaborate effectively with other staff members.
- Patience, empathy, and a positive attitude
- Respectful of Islamic values and able to uphold the center's guidelines.
- Responsible, reliable, and able to handle various situations with maturity.
- Knowledge of common programming languages such as SQL, C++, Java, XML, etc.
- Experience with maintenance of data, network, and system administration are assets.

Education and Experience:

- Enrolled or graduated from a Computer Science/Technology program.

Primary Location: 1330 Castlemore Ave, Markham, ON L6E 1A4

Important:

The contract is equivalent to 8 weeks of employment. This employment opportunity is being offered under the Canada Summer Jobs program. The program requires you to be a Canadian Citizen, or Permanent Resident or Refugee with a valid work permit and be between 15 to 30 years of age. ICM reserves the right to re-allocate your work assignment based on changing priorities of the organization.

Our organization

ICM's mission is to develop and maintain a religiously vibrant, peaceful, tolerant, cross-community sharing, inclusive, and charitable Islamic organization that provides a comprehensive range of religious and social programs to the residents of Markham and the surrounding areas in accordance with the teachings of the Holy Quran and Sunnah of Prophet Muhammad (ﷺ).

Application Process

To apply, please submit a resume and cover letter outlining your qualifications, experience, and interest in working with a not-for-profit organization at info@daruliman.org

Application Deadline: May 2, 2026

Please note only Qualified candidates will be contacted for an interview.