



Job Posting

IT and Data Support Specialist (Part-Time)

- **Hours:** Part-time (16–24 hours per week, with hours adapted to the needs of both the candidate and the company). This role has the **potential to grow into a full-time role**.
- **Compensation:** \$29.50 per hour
- **Location:** Onsite at Skipper Otto’s place of business in Kitsilano (202 – 1965 West 4th Ave, Vancouver, BC V6J 1M8).
- **Reports To:** IT Manager

About Skipper Otto

Founded in 2008, Skipper Otto is Canada’s first community-supported fishery (CSF), transforming the way seafood is produced, consumed and valued through a direct-to-consumer model that connects members with wild-caught, sustainably sourced seafood from BC fishing families. Co-founded by CEO Sonia Strobel, Skipper Otto operates across Canada from BC to Quebec, serving a membership base of active, values-aligned households.

Position Overview

Are you a tech-savvy problem solver who loves data, enjoys helping others, and is skilled with AI? Skipper Otto is seeking a versatile **IT and Data Support Specialist** for 16–24 hours a week to bridge the gap between our data platforms and our non-technical team members at our Kitsilano office.

In this role, you will be responsible for creating decision-making tools from various data sets, supporting our core software platforms, and helping our team integrate AI (specifically Gemini) into their daily workflows. If you are a strong communicator who can translate complex tech into simple solutions, we want to hear from you!

Note: For the right candidate, there is a good possibility of this role evolving into a full-time position as our operational and data needs expand.

Key Responsibilities

- **Data & Tool Development:** Partner with non-technical users to build practical tools and dashboards using various data sets from multiple platforms to drive management decision-making.
- **Platform & Special Projects Support:** Provide administration and project support across our core software ecosystem, including **Google Workspace, Wherefour, Asana** and our e-commerce platform (**Jig**).
- **AI Workflow Integration:** Coach and assist non-technical team members on how to optimize and safely integrate **Gemini** into their daily routines to boost productivity.
- **Desktop Support:** Provide ad-hoc, friendly technical troubleshooting and desktop support for team members at our Kitsilano office.

Required Skills & Qualifications

- **Data Analysis:** Proven experience gathering, analyzing, and structuring data from multiple platforms into clear, actionable formats.
- **AI Fluency:** Strong familiarity with AI tools, with a specific emphasis on leveraging **Gemini** for workplace efficiency.
- **Technical Support:** Experience providing desktop support and troubleshooting software/hardware issues with patience and clarity.
- **Top-Tier Communication:** Exceptional communication skills—both **in-person and written**. You must be able to explain technical concepts to non-technical people without using jargon.
- **Adaptability:** Comfort working across a variety of platforms and shifting seamlessly between data analysis and hands-on IT support.

Nice-to-Haves

- **Google Apps Script:** Fluency or strong experience writing Google Apps Script to automate workflows and connect Google Workspace with other platforms would be an asset.

What We Offer

- Competitive part-time pay at **\$29.50/hour**.
- **Comprehensive Benefits Package:** Extended health, dental, and vision benefits, along with an Employee Assistance Program (EAP), available after 3 months for team members working 3 days a week.
- **Collaborative Schedule:** A part-time weekly structure (16–24 hours) where the exact schedule will be adapted to the needs of both the candidate and the company.
- **Growth Potential:** The possibility of this position transitioning into a full-time role.
- A collaborative, forward-thinking work environment with a purpose-driven company.
- Discounted and free seafood.

How to Apply

Please follow these instructions carefully to apply:

1. **Email your cover letter and resume** detailing your experiences, qualifications, and interest to info@skipperotto.com.
2. **Subject Line:** Clearly refer to the position title (**IT and Data Support Specialist**) in the subject line of your email.
3. **Attachment Format:** Attach a **single PDF document** that contains both your cover letter and resume. Ensure your full name is included in the file name.
 - o *Example:* JohnDoe_IT and Data Support Specialist.pdf

Please Note: > * Applications will be considered as they are received. After June 15, 2026 please check with the Skipper Otto website's Join our Team page to determine if the position is still open.

Successful candidates will be contacted by email. While we thank everyone for their application, only those selected for an interview will be contacted.