

Job Posting

IT & AI Specialist

Do you want to watch your community change, or do you want to *be the one to shape it?*

Because we're hoping you're here for the latter.

Join Aryze as an IT & AI Specialist

Why Aryze?

Building communities is about more than simply building homes. That's why we foster a strong vision for what a city can be—and act on it.

As a certified B Corp, we meet rigorous standards for creating positive impact—through how we govern, support our team, engage with communities and care for the environment. Recognized nationally for our innovative approach to development, Aryze is a dedicated team of home builders, urban planners and urbanists, all deeply committed to increasing the quality of communities across Greater Victoria and beyond. This approach has resulted in award-winning projects like: Pearl Block—missing middle townhomes on a challenging triangular lot; Rotunda—architecturally-significant condos in a neighbourhood with room to grow; and Tiny Homes—transitional housing units built from repurposed shipping containers for some of our community's most vulnerable.

If you thrive in a collaborative environment where your ideas matter, join our growing team. Together, we're city-building for the better.

Who are we?

We are a local Victoria-based group of next-generation leaders trying to build homes, but really, we like to think of ourselves as entrepreneurs with an underlying goal of building better communities. What began with building a swim dock and a floating tree in the Gorge Waterway (and engaging in a political conversation or two) has grown into a mission: to demystify and disrupt the real estate industry by making room for more housing in Victoria neighbourhoods with room to grow.

We believe that every neighbourhood should have diverse housing types and tenures for all incomes and

demographics. A densified, compact, walkable lifestyle is critical to solving our climate and housing crisis; all while creating more livable and healthier communities.

While we bring a number of innovative infill development projects to market, Aryze's earliest roots are in quality and unique construction. Our focus to build with the highest standards of craft, design and efficiency has distinguished our homes from others on the block.

Who are you?

You're a curious, solutions-driven technologist who thrives in fast-moving, evolving environments. You're both strategic and hands-on—able to see how AI can transform operations and execute on it. You stay current with emerging technologies, data practices and IT systems, and you take pride in building tools and processes that make work smarter, faster and more impactful. Most of all, you're looking to play a meaningful role in a company where innovation matters—where your work directly shapes how the organization grows and operates.

Still here? Good. Because if this resonates with you, we'd love to hear about it in your cover letter.

Reporting to the Principal, Operations, the AI & IT Specialist is the primary lead for advancing Aryze's AI capabilities and digital infrastructure. You will act as the bridge between emerging AI technologies and Aryze's internal teams, identifying opportunities to streamline operations, enhance decision-making and implement secure, scalable solutions across the organization. This is a high-impact role responsible for evaluating tools, deploying AI systems, supporting IT operations and ensuring our technology stack evolves alongside the business.

Success in this role requires a strong understanding of AI/ML concepts, systems integration, data security and IT environments. The role is generally office-based, Monday–Friday, with flexibility for troubleshooting, system rollouts and occasional after-hours support when needed.

Description

Overview

Reporting to the Principal, Operations, the IT & AI Specialist is responsible for the day-to-day management of Aryze's technology environment and for leading the organization's adoption of artificial intelligence tools and workflows. This is a dual-function role suited to someone who is equally comfortable troubleshooting a

device issue and exploring how AI can reduce manual effort across the business. The IT & AI Specialist plays a key role in keeping Aryze's systems running smoothly while identifying and implementing opportunities to work smarter. All functions and responsibilities are performed in accordance with Aryze's values and beliefs.

Responsibilities

IT Systems Administration & End-User Support

- Provide Tier 1–2 support (remote and onsite), resolving incidents, fulfilling service requests, and escalating issues as needed to minimize downtime
- Manage user onboarding and offboarding, including device setup, account provisioning, and access management
- Support and maintain end-user hardware, including desktops, laptops, printers, copiers, scanners, and related peripherals
- Maintain an accurate inventory of IT assets, including laptops, desktops, tablets, and accessories
- Monitor and support network infrastructure, including switches, firewalls, routers, and Wi-Fi systems
- Perform patching, preventative maintenance, and routine system updates
- Administer Google Workspace and Microsoft 365, including user management, security policies, and licensing
- Manage backup, disaster recovery, and Mobile Device Management (MDM), including regular testing and secure remote wipe capabilities
- Maintain cybersecurity controls, including email security, vulnerability management, and incident response support
- Ensure software licensing compliance and renewal tracking
- Coordinate with third-party IT vendors and support infrastructure planning, scalability, and ongoing technology improvements
- Additional related duties within IT and operations, as required

Technology Roadmap

- Assess infrastructure gaps and contribute to a prioritized technology roadmap covering identity management, network segmentation, and disaster recovery
- Advise on the right timing to introduce key infrastructure as the organization scales
- Conduct an annual IT review to ensure systems keep pace with business growth

AI Integration & Automation

- Work with a team to identify opportunities across departments to apply AI tools that reduce manual effort, improve accuracy, or accelerate workflows
- Support the evaluation, piloting, and implementation of AI tools suited to Aryze's operational context, including document processing, reporting, communications, and project management
- Collaborate, build and maintain AI-assisted workflows using tools such as Claude, ChatGPT, Zapier, Make, or similar platforms

- Develop prompt libraries, workflow guides, and training materials to help staff adopt and get value from AI tools
- Stay current on the AI landscape and bring forward relevant opportunities and risks for leadership consideration
- Work cross-functionally with all departments to understand pain points and assess where technology—including AI—can drive meaningful improvement
- Track and report on the impact of AI initiatives, including time saved, error reduction, and adoption rates

Your Skills

- Strong working knowledge of Google Workspace and common SaaS environments
- Hands-on experience with AI tools and a genuine curiosity about their practical application in a business context
- Ability to identify and scope automation opportunities without overcomplicating the solution
- Strong organizational skills with the ability to manage competing priorities and deadlines
- Clear communicator—able to explain technical concepts to non-technical audiences
- Self-directed and comfortable working with minimal supervision
- High attention to detail and a solutions-oriented mindset
- Positive work ethic and ability to work both independently and collaboratively
- Experience with MDM platforms, network management, or cybersecurity fundamentals is an asset
- Familiarity with workflow automation tools is an asset

Your Qualifications

- 2–4 years of experience in an IT support, systems administration, or technology coordinator role
- Demonstrated experience working with or implementing AI tools in a professional context
- Diploma or degree in Information Technology, Computer Science, or a related field—or equivalent practical experience
- Experience in a small to mid-sized organization where you wore multiple hats is strongly preferred

Education

Aryze supports career development and growth and will cover the cost of job-specific training, up to \$1500 per year for approved programs. Additional funding will be provided on a case-by-case basis.

Compensation

Salary Range: \$70,000 – \$90,000

Employment offers will be determined by knowledge, experience and internal equity. Will consider a senior role, based on experience; benefits and RRSP matching offered after probation period.

Total Rewards Package

We're committed to supporting our team with a thoughtful and progressive total rewards program that reflects our values as an organization. This package is a comprehensive set of benefits and incentives designed to support your overall well-being, recognize your contributions and help you thrive personally and professionally. In addition to a competitive base salary, we offer a wide range of benefits, including:

- 2 weeks of vacation, which increases with tenure
- A comprehensive extended health and dental plan including long-term disability insurance, life & critical illness coverage and health & wellness spending account
- RRSP matching
- Discounted fitness & gym membership to support a healthy and active lifestyle
- Centrally located office in Victoria with upper harbour ocean views and a delightful supply of snacks to keep the energy high
- Flexible work hours and hybrid work arrangements that promote work-life balance
- Funding for ongoing professional development
- Exclusively designed Aryze merchandise
- Regular team events to keep the connections strong
- Secure bike storage to encourage eco-friendly commuting

Equity, Diversity and Inclusion

We are committed to fostering an inclusive and diverse work environment that embraces equity and promotes equal opportunities for all candidates. At Aryze, we recognize the value that people from different backgrounds, lived experiences and perspectives bring to our team, specifically when working within the realm of city-building. We believe that diversity fuels innovation, creativity, success—and fundamentally—better cities for all citizens.