



Information Technology Manager (ITM)

FLFE Innovations Corp. (FLFE) is a fast-growing consciousness technology company based in Nelson, British Columbia. FLFE offers a subscription-based service that activates a high consciousness field around an object or a property, increasing the quality of life through personal growth, reduced anxiety, improved sleep, EMF (Electro-Magnetic Fields) mitigation and more. FLFE system activates a high consciousness environment supporting optimal health & increased mental freedom.

FLFE has an evidence-based approach to Research, including double-blind studies facilitated by our in-house PHD level Research specialists, ensuring scientific integrity and validation of our leading-edge technology.

The Mission

FLFE's mission is to Support the optimal conditions for the evolution of consciousness in an economized society. One of the ways we express that at FLFE is by exploring business as a spiritual path.

Job Summary

As the Information Technology Manager (ITM), you will blend operational excellence, platform expertise, and demonstrated leadership to support FLFE's mission of elevating global consciousness. You are responsible for ensuring seamless technology operations, data integrity, and secure systems while inspiring a culture of continuous learning within the IT team.

The opportunity

This is a unique chance for a inspired IT leader to align technical expertise with a higher purpose. At FLFE, business is approached as a spiritual path and your work directly supports raising global consciousness and well-being. If you value growth, collaboration, and purpose-driven work, this could be your calling.

Join FLFE as a leader at the forefront of consciousness evolution supported by environment enhancement technology. This role offers a transformational career opportunity, aligning your skills with a powerful, shared mission.

You will lead initiatives that positively impact ten of thousands, elevating the well-being and consciousness of subscribers worldwide.

At FLFE, we foster innovation, compassionate leadership, and mindful collaboration. Your work here creates lasting spiritual and practical impact, resonating far beyond day-to-day business results.

We support our team in career paths that reflect their evolving goals, whether you wish to advance professionally or seek a stable, joyful role. These principles embody our mission as we strive to model this in our business, offering a framework others can adapt in their unique context.

Priority Focus Areas for the IT Manager

- Lead and manage all IT operations, ensuring reliability, scalability, and high security for both office and remote team members.
- Customer Relationship Management & E-commerce Mastery: Support business growth by maintaining and optimizing core platform Keap-Infusionsoft CRM operations and strategy, with advanced competency in WooCommerce and WordPress e-commerce management.
- IT Project Leadership: Lead dedicated IT initiatives and cross-functional projects with strong project management skills, ensuring technology delivers strategic results on time and within budget.
- Oversee data integrity, advanced analytics (Keap, Graphly & Wicked Reports), reporting, and actionable business insights.
- Conscious Leadership & Team Building: Model emotional maturity and actively elevate the level of consciousness of the field among the team through mindful leadership, accountability, and trust-based practices.
- Manage an IT team of three or more, including IT Team Lead and IT Specialists, accelerating team members' careers and mentoring the IT Lead for potential upward mobility to the ITM role.
- Proactive Problem-Solving & Opportunity Creation: Anticipate and resolve issues before they arise, using challenges as catalysts for process improvement and organizational growth.
- Drive adoption of emerging technology (e.g., AI tools) aligned with FLFE's mission.
- Mentor and inspire team members toward continuous improvement, personal growth, and a high-conscious work culture.
- Strategic Business Networking: Build and nurture professional relationships both within and outside FLFE, drawing on business and IT communities for consulting, collaboration, and innovative brainstorming.

The IT Manager (ITM) at FLFE leads a rapidly evolving IT team, responsible for all IT systems, networks, digital assets, and technical operations, ensuring the security, performance, and availability of all IT systems and infrastructure. The ITM is a culture champion who blends technical excellence, mindful leadership, and business acumen. The ITM reports to the General Manager.

ITM is a full-time position. The working hours are from 8:30 am to 5:00 pm Monday to Friday, or as required based on the business needs.

Technical Skills

Core Technology Platforms

- Mastery of Keap (Infusionsoft) CRM for customer management and marketing automation.
- Expertise in WooCommerce and WordPress for e-commerce site management and content updates.
- Proficient in Windows 11, Microsoft Office 365, and OneDrive for enterprise collaboration and productivity.

Project & Collaboration Tools

- Skilled user of Trello and Smartsheet for project management and cross-functional coordination.
- Comfortable with communication and content platforms, including Microsoft Teams, Zoom, and Vimeo.
- Knowledge of social media management tools, such as Facebook, Instagram, and FLFE Space, for marketing and community engagement.

Analytics & Reporting

- Strong skills in interpreting and utilizing data from Keap, Graphly and Wicked Reports analytics platforms.
- Experience in leveraging business intelligence to support data driven strategic decisions.

Emerging Technology & Artificial Intelligence (AI)

- Proficient in adopting AI and digital knowledge platforms, including Perplexity and Gamma AI for training and knowledge management.
- Awareness of creative collaboration tools such as Canva and Midjourney for marketing teamwork.

Security & Infrastructure

- Oversight and management of security infrastructure, including Lorex surveillance systems for workplace safety.
- Optimizing cybersecurity best practices to ensure continuous digital protection across all IT operations.

Leadership & Culture

- Leads the IT team with emotional maturity, fostering growth in consciousness and professional development.
- Drives technology adoption and change management aligned with the organizational mission and values.

The ITM shall stay aligned with the leadership team while maintaining the company values & mission, as we implement the technology initiatives through the company.

Key Performance Expectations

- Ensure 98%+ uptime and reliability across core business platforms.
- Lead successful implementation of major projects, on time and on budget.
- Deliver timely, agreed upon actionable analytics for all levels of the organization.
- Cybersecurity Performance: Achieve zero critical security breaches and proactively manage digital and surveillance system protection.

- IT Support responsiveness: Resolve 90%+ of IT tickets within an agreed upon timeframes and promptly address website and Vimeo access issues.
- Platform Adoption and Analytics: Drive full team adoption of key tools (Keap, MS Office 365, Graphly, Wicked Reports, Perplexity, Trello, etc.) and maintain up-to-date staff training and analytics support.
- Foster an inviting, high-trust learning environment for all IT-related staff where they explore new or emerging technologies, present them to the Management and implement these technologies when appropriate.

Business as a Spiritual Practice

We conduct business as a non-denominational spiritual practice to the best of our ability. We seek team members who understand that their work contributes to measurable consciousness evolution globally. Please share your experience of the spiritual path you are on and how you think it may fit with ours after reviewing our website (www.flfe.net) and perhaps watching some of the webinars & videos.

Requirements

- Bachelor's degree in computer science, or engineering or IT with postgraduate education in Business, IT or Digital Marketing. MBA or Certification in Leadership would be an advantage.
- Shall be a Canadian citizen or a permanent resident or have a valid work permit.
- Fluent oral and written communication in English, time management and organizational skills.
- Proven track record and 10-years experience in IT, preferably with Small or Medium Enterprise and a minimum of 3 years in IT/Management role.
- Demonstrated proficiency with Windows 11, Office 365, OneDrive, Keap (Infusionsoft), WooCommerce, WordPress, Smartsheet, Trello, Graphly, Wicked Reports, business analytics, and security systems.
- Experience in digital platform adoption, knowledge management, and supporting AI-enabled workflows.
- Exceptional communication, project management, and team leadership skills.
- Logical and creative thinker, relentless in driving process, workflow, and communication improvements.
- Alignment with FLFE's mission and unique, consciousness-based operating culture.

This is what we offer

Join a rapidly growing, stable organization that offers a range of career development opportunities with a comprehensive salary and benefits. Besides a competitive salary, we offer:

- Benefits including Medical & Dental plans* (*after completion of the probationary period)
- Paid Holidays.
- Work Hours as agreed with your manager.
- Complimentary FLFE subscription for Home & Phone and other FLFE services.
- Regular socials, friendly work environment, happy co-workers (most of the time 😊!)
- World class office resources and equipment with standing desks, excellent air purification systems, water purifier, 9+ feet office ceiling, dimmable full spectrum LED lights, kitchen facilities to cook your own meal. Fully equipped large bright office pantry and lunchroom with organic Tea & Coffee supplied.



- Comprehensive on-boarding and in-house leadership training program
- Training on a variety of job skills and an opportunity for career development / advancement.
- Opportunity to bring all of yourself to work, to be able to bring your spiritual approach to life to your job and explore that with your fellow coworkers and customers. This is an opportunity to work for a company that is consciously and measurably increasing the consciousness of the planet.

Ready to Transform Your Career and Impact Global Consciousness?

If so, please email your resume and cover letter to contact@flfe.net. Mention 'Application for the position of ITM' and your full name in the subject line.

Job Location

Nelson, BC; Nelson sits on the West Arm of Kootenay Lake, nestled in the rugged Selkirk Mountains of southeastern BC, in the beautiful West Kootenay region. [Click here](#) for more information about Nelson.

Relocation

Relocation support may be considered for the right candidate who is willing to move to Nelson.