



## JOB OPPORTUNITY: DATABASE ASSISTANT

### MISSION STATEMENT

We empower children and youth by connecting families with opportunities to build hope for lifelong change and break the cycle of poverty.

### SUMMARY OF ROLE

We are looking for someone with a great attention to detail who is interested in pursuing a career in data management. Accurate data is the cornerstone of being able to provide our programs aimed at helping local low-income families and new Canadians. The Database Assistant will report to the Finance & Operations Manager.

This is a great opportunity providing hands-on experience working within our DonorPerfect database to further important work for a great local impact. Join us and work with other passionate individuals committed to building hope for local children by providing opportunities for them to reach their full potential.

### DUTIES AND RESPONSIBILITIES

- Complete data entry of event and other donations into DonorPerfect.
- Utilizing our donor management system, DonorPerfect, work to improve the integrity of data using system tools to identify duplicates, data errors and system redundancies and fix them.
- Develop standard operating procedures for data entry to help protect the future integrity of the database.
- In collaboration with the Finance & Operations Manager, develop standard operating procedures for a quarterly data review process.

### ELIGIBILITY

This position is funded by **Canada Summer Jobs**. All applicants must meet the following criteria:

- is between 15 and 30 years of age (inclusive) at the start of the employment;
- is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* \*;
- has a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*



## KNOWLEDGE AND SKILLS

- Volunteer or work experience in computer science or database management is considered an asset.
- Strong technological skills with an emphasis on data management.
- Keen attention to detail.
- Volunteer or work experience in a not-for-profit is considered an asset.

## ENVIRONMENT AND POSITION DETAILS

- Working at the Children's Foundation office.
- 30 hrs / week for eight weeks.
- Start date: approximately June 17, but is negotiable. Please note when submitting your application if you require an earlier or later start date.
- Hourly wage: \$15

## APPLICATION PROCEDURE

To apply for this position, please submit a cover letter and resume to Karyn Kirkwood by emailing [karyn@childrensfoundation.org](mailto:karyn@childrensfoundation.org) with the subject line: **Database Assistant** by May 13.

The Children's Foundation of Guelph and Wellington welcomes applications from all qualified individuals, including individuals within employment equity categories of women, persons with disabilities, members of visible minorities and aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code. The Children's Foundation of Guelph and Wellington is committed to employment equity and diversity and a positive and supportive environment. The Children's Foundation of Guelph and Wellington offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by the Children's Foundation of Guelph and Wellington regarding a job opportunity, please advise if you require accommodation.

Thank you for your interest and application. Please note that due to the high volume of applicants, only those selected for an interview will be contacted. No phone calls please.