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***Join the E Fry Ottawa Team!***

## **Database Project Assistant**

The Elizabeth Fry Society of Ottawa is a not-for-profit, feminist organizing offering community programs and services to women and men in conflict with the law, as well as transitional housing to women. The Database Project Assistant is responsible for starting up and maintaining a case management database for our agency, as part of a digital upgrade. Core work includes planning and preparation for this project, in collaboration with the Manager of Community Programs & Services, identifying and cleaning up relevant data files from various sources, gathering and organizing case files, scanning, and inputting sensitive and confidential information. This position requires proficiency in database software (such as SUMAC and/or other case management software), as well as Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Adobe Acrobat DC, and experience with administrative work. The Database Project Assistant is a full-time position in a unionized organization.

**Job title:** Database Project Assistant  
**Reports to:** Manager of Community Programs & Services  
**Hours:** Full time (37.5 hours/week) contract until March 31, 2021  
**Language:** English Essential, French is an asset  
**Salary:** \$20.27/hour

## **Core Responsibilities**

### **Database responsibilities**

- Prepare for consolidation and migration of extensive files in varied formats to a new database (such as SUMAC or other case management software)
- Transfer a large number of files/documents held in various formats across existing network drives to an online database (upwards of 50,000 files and documents)
- Maintain and update a new database, implementing a scan/file protocol
- Ensure appropriate and confidential handling of all client information and files
- Monitor and analyze information and data systems and evaluate their performance
- Create new client records and update existing records

### **Other responsibilities**

- Promote and maintain the mission, vision, and values of E Fry Ottawa in all internal and external initiatives
- Work with the Manager of Community Programs and Services to ensure successful reporting to funders as required by the funder agreement
- Other duties as assigned by the Manager of Community Programs and Services or Executive Director

## Qualifications

### Required education and experience

- Undergraduate degree or diploma in a relevant field, such as office administration, or computer science
- Demonstrated proficiency with database/case management software and Microsoft Office Suite
- At least one (1) year of relevant experience of data administration and management functions

### Required knowledge, capacity and commitment

- Excellent communication skills in English, including writing, editing and oral communication – fluency in French is an asset
- Demonstrated organizational and time management skills
- Ability to multi-task, manage time and tasks efficiently to meet assigned deadlines
- A demonstrated understanding of the criminal justice system and social services in our coverage area
- Demonstrated organizational, leadership and time management skills including the ability to work independently and as part of a team

### Are you an ideal candidate?

In addition to the above requirements, some “great to have” qualifications include...

- You have experience with administration tasks and with a number of databases
- You pay attention to detail and sensitive information
- You enjoy a busy, energetic environment

### Apply by 2:00 pm, August 14, 2020!

Please submit your résumé and a cover letter to Cathy Robinson, Interim Executive Director, through [careers@efryottawa.com](mailto:careers@efryottawa.com)

***Tell us how you meet or exceed the above required and “great to have” qualifications.***

**We thank all who apply. Only those selected for an interview will be contacted.**