**Job Posting –Data Administrator**

**Job Title: Data Administrator**

**Potential Start Date**: May 31, 2021 (flexible)

**Potential End Date:**July 23, 2021 (flexible)

**Location**: Working Remotely

**Duration**: 8 weeks

**Rate of Pay**: $15.00 per hour

**Number of Positions**: 1

**Eligibility to apply:**

1. **is between 15 and 30 years of age (inclusive) at the start of employment;**
2. **is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\* for the duration of the employment; and**
3. **is legally entitled to work according to the relevant provincial / territorial legislation and regulations.**

**The Kawartha-Haliburton Children’s Foundation (KHCF)** offers enrichment programs and emergency supports for former in-care youth, and children and families currently involved with the Kawartha-Haliburton Children's Aid Society.

The **Data Administrator** will be responsible for improving the functionality of the foundation's donor database and developing a smooth integration system of data from the foundation's accounting software. In addition, the Data Administrator will assist with updating content and the functionality of the foundation's website, including integrating third-party customized donation forms. The work will be primarily 9 – 5 Monday to Friday and working remotely from home. Excellent communication, literacy and organizational skills are required.

**Key Responsibilities:**

* develop an accurate system which accurately migrates donation information from Excel spreadsheets from QuickBooks into Microsoft Access
* updating website content and addressing SEO issues
* integrating third-party customized donation forms (ex. Canada Helps) into a WordPress website template
* creating and modifying a database switchboard and setting the start-up options
* customizing donor reports
* customizing the database form layout to improve usability and efficiency of data entry
* organizing data into appropriate tables to ensure data dependency and minimize redundancy

**Required Skills and Experience:**

* Level 2 Microsoft Access Certification
* Familiarity with QuickBooks Accounting Software and/or the ability to migrate data from Excel spreadsheets
* Experience with website administration preferably on a WordPress platform
* Advanced literacy and ability to write using clear language
* Knowledge of computer design and layout, and word processing software
* Strong computer filing and management skills
* Excellent communication skills to instruct current users of the database and website
* A quick learner with good organizational and time management skills
* Ability to take direction, work well within a team and manage independent assignments

**Other Requirements:**

* Valid police reference check; and
* Willingness to sign KHCAS and KHCF Confidentiality forms

Please submit your résumé and cover letter via email to:

daben@k-hchildrensfoundation.com

**Attention: Executive Director**

Kawartha Haliburton Children’s Foundation

1100 Chemong Road

Peterborough, Ontario K9H 7S2

**The deadline for applications is May 18, 2021 at 5:00 pm.**

Only candidates chosen for an interview will be contacted.

*The Kawartha-Haliburton Children’s Foundation is an equal opportunity and accessible employer.*