



## Database Support Coordinator

### **Overview**

The Federation is currently celebrating its 60th year as an organization providing capacity building, governance support and financial auditing to over 230 non-profit member organizations, including 151 community associations. We serve more than 20,000 volunteers!

We are looking for a motivated, organized, and IT focused individual to help us assess our data management needs.

### **Duties:**

#### **Tasks and Responsibilities**

- Conduct needs assessment of for automation of databases
- Conduct a digital audit of software usages in place and support increased staff usage of the functionality (through one-on-one support and training)
- Implement recommendations from needs assessment
- Using existing databases, program reporting and automations to leverage our ways of knowing

### **Skills and Experience Required**

- Computer science
- Database management
- IT security and information management

### **Terms of Employment**

November to February – for a total of 10 weeks – 35 hours per week

NOTE: This is a Student Placement and the applicant must be a student and under 30 years old.

### **Wage**

\$18.00 per hour

### **How to Apply**

Email resume and cover letter to [leslie.evans@calgarycommunities.com](mailto:leslie.evans@calgarycommunities.com)

**Deadline:** October 29, 2021

The Federation is an equal opportunity employer, where personnel are recruited and employed without discrimination based on race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, sexual orientation, marital status, source of income, or family status.