

INTERNAL/EXTERNAL POSTING



Inuuqatigiit-Centre for Inuit Children, Youth, and Families is a multi-service non-profit organization serving Inuit children and youth and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position # 2024
Position: Database Coordinator
Posting Date April 10, 2024
Start Date: ASAP
Hours: Determinate Full-Time to March 31, 2025
Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Family Well-Being, the Database Coordinator ensures the optimal use of the data management system by Inuuqatigiit Centre staff, maintains and analyzes data, develops reports for management, creates and adapts all aspects of the database program, trains staff on the use of the database, and oversees agency communications to promote programming and services.

KEY DUTIES AND RESPONSIBILITIES

- Develop a detailed understanding of both the front and back ends of the data management system (currently the Penelope system developed by Athena Software)
- Develop new content within the case management system
- Assist users to input documentation and edit existing documents where required
- Analyze and clean datasets extracted from the case management system
- Perform quantitative data analysis of program outputs
- Produce accurate reports for a range of audiences both internal and external, regular and ad hoc
- Contribute to the optimization of data and reporting systems on an ongoing basis
- Identify and advise on any data and/or reporting system issues that arise
- Assume responsibility for optimal recording and archiving of data and analysis
- Develop tools and resources to be shared with users to support their understanding and use of the case management system
- Request a ticket with database support services to resolve issues pertaining to the database system and communicate the concerns and possible solutions with support staff
- Train Inuuqatigiit Centre staff on the use of the agency data management and reporting tools

- Keep up-to-date on latest system updates for the most effective program delivery, evaluation and reporting
- Assist the Manager of Family Well-Being with other documents, projects, and tasks, as relevant to skills
- Maintain thorough, orderly, and confidential administrative tasks required by Inuuqatigiit Centre
- Meet all tracking, evaluation, and reporting requirements of Inuuqatigiit Centre
- Assist in the preparation of reports as required by funders
- Attend staff meetings and training sessions as required
- Adhere to all Inuuqatigiit Centre policies and procedures
- Adhere to and promote the mandate and mission of the Inuuqatigiit Centre
- Develop flyers to program agency programs, services, and community events based on manager requests
- Assist with the development of media releases
- Post communications on Inuuqatigiit Centre social media platforms and website

ACCOUNTABILITY

- Accountable for the effective and efficient use and implementation of the data management system throughout Inuuqatigiit Centre
- Accountable for developing timely reports to help Inuuqatigiit Centre meet deliverables identified in funding agreements
- Accountable for timely creation of agency communications for distribution to promote Inuuqatigiit Centre activities and community engagement

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with staff team
- Participate in conflict resolution when required
- Act as a positive role model to promote professional values and ethics within Inuuqatigiit Centre and to the community
- Assume leadership role for all aspects of work related to the database
- Demonstrate autonomy and initiative
- Actively participate as a member of Family Well-Being team
- Support front-line Inuuqatigiit Centre staff by providing timely guidance on database system usage
- Assist in the planning, organization, and delivery of Inuuqatigiit Centre Community events
- Advocate for agency-specific database needs with Bonterra™
- Provide training to staff on the usage of database system in a culturally safe way
- Review existing training materials available through Bonterra™ to learn the database system and initiate further specific training directly from Bonterra™ support staff
- Stay abreast of current changes, issues, and practices relevant to database implementation
- Participate in job training and professional development opportunities
- Provide adequate and appropriate feedback to staff

ENVIRONMENTAL FACTORS

- Adhere to all deadlines e.g. funder reports, proposal submissions, and more
- Demonstrate stress resistance and stamina
- Physical ability to access a three-story building
- Work regular and consistent weekly hours of work
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality services
- Ensure personal safety precautions are observed at all times
- Knowledge of Inuit culture and community is desirable

QUALIFICATIONS

- Inuit descent preferred
- Minimum 2 years of post-secondary education in related field
- Minimum 2 years of experience in database management and training
- Experience working with Inuit or Aboriginal communities is desirable

KNOWLEDGE AND SKILLS

- Fluency in Inuktitut would be an asset
- Ability to communicate effectively orally and in writing
- Ability to operate computer systems and relevant software
- Effective leadership skills and ability to work in a collaborative team environment
- Ability to function effectively in a high-stress, high-noise environment
- Flexibility
- Enthusiasm and commitment

CONDITIONS OF EMPLOYMENT

- TB Test if applicable and other immunizations up to date
- Medical certification of good health
- Police Record Check required in keeping with Inuuqatigiit Centre Personnel Policies and Procedures
- CPR / First Aid Certification (or willingness to become certified)

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuqatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply to this position. Only those applicants selected for an interview will be contacted.