



## **Data Coordinator**

### **Full Time (1 Year Contract)**

Catholic Family Services of Peel-Dufferin (CFSPD) is a non-profit, charitable organization reflecting the values consistent with Catholic social teachings. CFSPD is a dynamic, growing family service agency serving all areas of Peel and Dufferin.

Are you looking to join a dynamic team making a difference in the community? We want to hear from you!

#### **Position Summary**

The Data Coordinator is responsible for delivering comprehensive administrative and database support to staff, in addition to generating regular statistical reports. Furthermore, the Data Coordinator will monitor performance and quality control related to data entry and management, aiming to identify enhancements that ensure the accuracy and integrity of data reporting. The Data Coordinator will report directly to the Director of Clinical Programs. This 1-year position is based in Brampton, ON, and requires in-person attendance.

#### **Responsibilities**

##### **Data Entry and Management**

- Create new user profiles within databases.
- Create new categories, user defined fields, groups, or programs within the database(s) as requested.
- Create registrations and enrollments in database for agency programs as assigned.
- Follow up with staff to gather missing information and resolve discrepancies.
- Update client information in the agency database as required.
- Collate, extract and synthesize data to track trends and report management.

##### **Administrative duties**

- As required, provide additional administrative support to management.
- Develop and maintain an accessible database and filing system of agency document templates.
- Provide support for database management and maintenance.



## Other

- Attend required agency activities and meetings.
- Perform other duties as assigned

## Working conditions

- Respond to enquiries from staff (in person, on phone or via e-mail).
- Work with confidential data.
- Multiple priorities and interactions with many stakeholders.
- Work is performed primarily in a standard office environment.
- Some travel will be required to satellite offices and meetings.
- Evening work may be required.

## Qualifications

- Undergraduate university degree in related discipline or equivalent experience.
- 2+ years of office related experience preferred.
- Experience in working with client database and information management systems
- Strong communication skills, ability to deal tactfully with employees, visitors and clients.
- Working knowledge pertaining to modern office methods and procedures, equipment and filing systems.
- Exceptional organizational skills with ability to meet deadlines and manage multiple priorities.
- Enthusiastic, warm and friendly personality, with demonstrated client-service orientation.
- Independent and self-directed with the capability to operate with minimal direct supervision.
- Detail oriented with ability to check documents for accuracy.
- Excellent computer skills in MS Office Suite and database applications.
- A satisfactory Vulnerable Sector Criminal Records check.

## Why Apply?

Enjoy meaningful learning and professional development opportunities in a supportive and inclusive workplace culture, along with work-life balance, the option to participate in a pension plan, and free on-site parking.

## How to Apply:

If you are interested in the above opportunity, please send your resume and cover letter to [humanresources@cfsdpd.com](mailto:humanresources@cfsdpd.com).



Catholic Family Services of Peel-Dufferin is an equal opportunity employer committed to inclusive hiring practices. We welcome applications from people of all backgrounds and will provide reasonable accommodations for applicants with disabilities upon request to [humanresources@cfsdpd.com](mailto:humanresources@cfsdpd.com). The expected salary range for the position is (\$58,000-\$63000 Per annum), and it is for a current vacancy.

***We thank all applicants for their interest in Catholic Family Services of Peel-Dufferin. We will only contact those selected for consideration.***