



Database Assistant (Temporary)

Are you interested in an opportunity to put your IT skills to practice? If yes, then we have just the opportunity for you.

As Database Assistant, you will provide technical support for the main data framework used by Chilliwack Society for Community Living. This is a temporary position funded by the Government of Canada.

Why you should work for CSCL:

- Salary: \$16.75 per hour
- Full time - 35 hours per week for an 8 week period
- Remote work options are possible
- Working for CSCL is meaningful and rewarding
- We promote diversity
- Recipient of the Canadian Non Profit Employer of Choice Award in 2017, 2018, 2019 (neoc.ca)

What you'll do as the Database Assistant:

- Export spreadsheets using Excel and/or SharePoint.
- Prepare data in ShareVision lists for reporting purposes.
- Determine "text-only" data columns/fields from "other" columns/fields.
- Create "data transfer" views for reporting purposes.
- Check for errors and inconsistencies within the database.
- Support SharePoint committee in the day to day use of computer software programs by performing duties such as demonstrating and explaining program functions and providing suggestions on work methods.
- Participate in committees as necessary.
- Adhere to all H&S policies and procedures and participate in all scheduled drills.
- During an emergency follows the Emergency Preparedness Plan and the directives for your position.
- Perform other related duties as required.

Qualifications:

- Post-secondary training in information technology or computer science.
- Experience working in information technology environments, particularly, databases.
- Must be able to demonstrate the knowledge and ability to perform computerized duties in a confidential manner.

- Proficient in the use of Microsoft Office & Adobe.
- Experience with SharePoint technology would be considered an asset.
- Must display an understanding of the Society's goals and objectives and an awareness of the role individuals with developmental disabilities can play in the community.
- Must be able to comply with privacy legislation, maintain confidentiality, and use judgment and discretion in handling of sensitive information.
- Must be 30 years of age or younger, as per Government of Canada requirements (<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html>)

How to Apply: Email resume to human.resources@cscl.org

Closing Date: August 24, 2020

About CSCL:

CSCL, in partnership with the community, builds capacity for the inclusion and belonging of people with varying abilities. We promote diversity and provide innovative, individualized services that enhance quality of life. Our vision is for a community that welcomes and includes everyone! We will be a centre of excellence that inspires belonging, connection and community.

