

INTERNAL & EXTERNAL JOB POSTING

Database Coordinator

ISANS is seeking a part-time (17.5 hours/week) **Database Coordinator** to coordinate and monitor processes relating to the internal database NewOrg, including data maintenance, implementing new features, and ongoing training and support for staff across the organization. Reporting to the Manager, Digital Transformation & Technology Support, this position will be responsible for:

Job Responsibilities:

- Developing and implementing ongoing database training and training materials in consultation with staff
- Managing user accounts on NewOrg – adding, deleting, revising as staff change positions and assigning passwords and access
- Managing programs on NewOrg – adding, deleting, revising as programs change
- Monitoring data entry and data integrity including checking for missing data, looking for trends in data entry problems
- Documenting process for each program after development to create a final process including changes implemented in dev process
- Analyzing and recommending database improvements
- Monitoring and ensuring reports are current, accurate and meeting needs of management and the organization
- Monitoring support tickets, troubleshooting when possible – forwarding to NewOrg developers when necessary
- Supporting staff and the organization with any future database development initiatives
- Responding to 1st tier help-desk tickets for database and general troubleshooting
- Identifying new functionality when appropriate
- Monitoring database reliability, security, capacity and elevating as appropriate

The ideal candidate for this position will have the following:

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Excellent attention to detail, organizational skills and time management
- Adaptable to new technology

Knowledge

- Knowledge of desktop applications including SQL database(s) and in-house systems an asset.
- Knowledge of systems analysis
- Knowledge of quality control analysis

Experience:

- 2 years' experience in a similar position
- Experience in working databases
- Experience with database front-end support and training as well as strong interpersonal skills and the ability to interact with all levels within the organization
- Experience working in a cross cultural setting
- Project Management experience (including qualification) an asset

Education:

- A bachelor's degree in computer science or completion of a college program in computer science.
- Equivalent combination of education and experience will be accepted

Terms of Employment

- Fixed term contract to March 31st, 2022, renewable pending funding confirmation
- Part-time, 3.5 hours per day (mornings), 17.5 hours per week

- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: October 29, 2021 4:00pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**