

Canada Summer Jobs Program – Database Administrator

Location: Remote

Want to be a part of a well-respected, national organization dedicated to preventing and ending homelessness? Choose Raising the Roof for your summer job! We're currently seeking an enthusiastic summer employee to support our organization's capacity and donor engagement.

As the Database Administrator, you would be responsible for:

- Database data entry and editing, including adding in all contacts from spreadsheets, making sure every contact entry is accurate and complete, making sure all contact lists (for example, MailChimp mailing lists) are included in the database and accurate
- Funding prospect research, researching grants, corporate, foundation and government funding, entering prospects into internal database, making notes on priorities, application dates
- Sending initial inquiry emails and phone calls to funders, as required
- Correspondence by email, phone and online video call
- Duties may also include assisting with marketing, communications, event planning, correspondence with government agencies and other duties as required

This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada. Candidates must meet the following eligibility requirements to be considered: Be between 15 and 30 years of age at the start of employment. Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act and legally entitled to work according to relevant provincial legislation and regulations (international students on a work/study permit are not eligible for the Canada Summer Jobs Program).

Our ideal candidate will also meet the following qualifications:

- Education or experience in administration, government relations and/or fundraising
- Excellent attention to detail, organization and oral, written and communication skills, oral and written
- Experience with database, word processing, spreadsheet software
- Independent self-starter
- Superior organizational skills
- High speed internet connectivity

Availability Requirements: This position is 35 hours per week (generally to be worked daytime, Monday to Friday, with possible evenings as needed for special events). The position will be for 8 weeks, with the possibility of a temporary contract extension.

Location: Remote

Compensation: \$18 per hour

Start date: As soon as possible, after May 1, 2023

Please apply by email to leslie@raisingtheroof.org by May 5, 2023.

Raising the Roof is an equal opportunity employer committed to fostering a diverse and inclusive work environment. We welcome applications from all qualified candidates and encourage Aboriginal peoples, visible minorities and people with disabilities to apply. A request for accommodation will be considered throughout the hiring process.

Job Location: Remote Position Type: Temporary Salary: 18 CAD per hour