

Data Specialist

JA CENTRAL ONTARIO

Posted On:	November 9, 2021
Closes On:	Open vacancy - suitable candidates will be contacted on application
Location:	Office is in downtown Toronto (remote through pandemic)
Reports to:	Senior Director, Finance & Operations
Hiring range:	\$57,000 - \$62,000
Role type:	Full time, permanent

Are you passionate about empowering the next generation? Are you motivated by educating and inspiring young people to succeed? If you're looking to develop a rewarding career in an impact-driven, youth-focused charity, we'd love to hear from you!

JA Central Ontario is seeking a dedicated, detailed oriented Data Specialist to manage JA Central Ontario's CRM and provide users with a unified view of data in Salesforce through metrics, reports, and database management. The Data Specialist will report to the Senior Director, Finance & Operations.

KEY RESPONSIBILITIES INCLUDE:

- Works collaboratively with the JA Central Ontario team to ensure efficient use and operation of database
- Define process and best practices to support and manage integration of data in Salesforce/Causeview/Magentrix and its associated programs to include donor, alumni data and other capacities as applicable
- Provide training for JA Central Ontario staff and updates the team on new features and functionality
- Update and create user guides to support JA Central Ontario staff on the use of Salesforce/Causeview/Magentrix and other associated programs
- Liaise on JA Central Ontario's behalf with data contractors for troubleshooting, managing inquiries and system upgrades
- Supervises data projects with JA Canada, co-op students and volunteers as required
- Lead year-end transition and closing opportunities and school program requests
- Assist the fund development team with campaigns creations, creating portals, and preparing donor lists

Systems Administration

- Manage licenses for all database applications
- Ensures the appropriate privacy policy standards are in place (MFA)
- Setup and modify workflows and customize process as needed
- Ensure that all database platforms are operating efficiently and are aligned with JA Central Ontario processes

Reporting and Analytics

- Customize and run data reports as required
- Act as administrator for the JA Campus and pulls monthly reports and sets up student and teacher logins
- Upload metrics to CEO dashboards to JA Campus
- Assisting with analyzing data from various departments and creating new dashboards

Data Quality

- Oversees the data hygiene management ensuring opt-out requests are honoured and duplicates eliminated
- Ensure data is organized so that customized reports can accurately summarize required information

KNOWLEDGE, SKILLS, & ABILITIES:

- Post-secondary education in Business, Data Analysis, IT or a related technical field
- 3-5 years' experience working in database management and analytics
- Salesforce Administrator or Architect certification required
- Proven ability to conduct training sessions, communicate well and problem-solve
- Capacity to work with minimal supervision, manage time and organize tasks.
- Detail oriented to a high level of accuracy
- Good understanding of technology including proficiencies in Windows XP, Windows Office Suite, Salesforce and website management.
- Ability to work collaboratively within a multi-functional team, understanding how to meet the needs of multiple stakeholders
- Excellent written, verbal and online communication skills

As JA Central Ontario is a youth-serving organization, offers of employment are conditional on the review of references and a Police Records Check.

Take the next step in your purpose-driven career by joining our team. We offer:

- A comprehensive benefits plan, professional development support, generous paid time-off, and an RSP matching program.
- A positive, supportive, and engaged culture.
- An unparalleled opportunity to inspire and prepare young people so they can succeed in a changing global economy.

HOW TO APPLY:

Submit a resume and a cover letter to eszigeti@jacentralontario.org with Data Specialist in the subject line. Be sure to tell us what makes you a great candidate for this role and why you want to join JA. Only those applicants being considered will be contacted.

JA Central Ontario is an equal opportunity employer, who values the diversity of our employees and those we serve. We welcome applications from all qualified applicants. If you require accommodation measures in the hiring process, please let us know in advance. Thank you for your interest in joining our team.

ABOUT US:

[JA Central Ontario](http://www.jacentralontario.org) is a charity on a mission to inspire and prepare young people to succeed in a changing global economy. Working in Halton, Peel, Toronto, York, Durham, and Simcoe regions, we bridge the gap between education and the world of work, providing 30,000+ students in grades 3-12 with essential financial literacy, work-readiness, and entrepreneurship skills and experiences. A member of JA Canada and part of JA Worldwide, JA is the world's largest not-for-profit dedicated to educating young people about business.