

Société Alzheimer Society

Database Coordinator (AC-2022)

Full Time (37.5 hrs./week)

1 Year Contract

960B Notre Dame Ave

Sudbury, Ontario, P3A 2T4

Database Coordinator / Intern position

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Job Summary:

Reporting to the Clinical Manager the Database Coordinator is responsible for supporting the Society data management system to ensure the accuracy and integrity of the database, overseeing data input and output to ensure information is reliable and up to date for the purposes of analyzing and statistical reporting. The coordinator will also assist in the development and implementation of best practices for the management of the database and support staff to utilize the database and technology to fulfil departmental goals and functions.

Responsibilities:

- Database Management and Maintenance
- IT/Technical Support and Security
- Statistical Reporting
- Administration & Other Duties

Job Qualifications:

Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.

Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.

Candidate must be 18 years of age or older.

Candidate must be legally eligible to work in Canada.

Once hired, the candidate must reside in Sudbury, ON

- Post-Secondary Education or equivalent experience
- Experience related to database management
- Proficiency in Microsoft Office, Excel, and Power Point
- Excellent verbal and written communication skills
- Commitment to continuing professional development
- Police Vulnerable Sector Check

Travel Requirements

- No travelling required

Physical Demands

- No special physical demands are required beyond the performance of general office duties.
- Sensory attention is required for most of the workday (looking at a computer screen, reading documents etc)

The above statements are intended to describe the general nature and level of work being performed by most people assigned in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and requirements.

Please forward your cover letter & resume by

April 29th, 2022

Quote Job ID: AC- 2022

Email: info@alzheimersudbury.ca

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Commitment to Equitable Recruitment:

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQ+.

This position is offered in partnership with



