

WESTERN CANADA SOCIETY TO ACCESS JUSTICE

A Non-Profit Charitable Society (Reg. # 87068 4123 RR0001)

POSITION AVAILABLE

The Western Canada Society to Access Justice invites applications for the position of Database Administrator at its Vancouver office. Details of the position are outlined below. This is a 4 month term position commencing Nov 23, 2009. It is currently offered at 16 hours per week. Applicants are invited to submit a cover letter and resume via email to help@accessjustice.ca. Closing date for applications is Thursday, Nov 12, 2009. Please include Salary expectation.

DETAILS

Title: Database Administrator

Location: The Western Canada Society to Access Justice, 1440 West 12th Ave., Vancouver, BC. Canada V6H 1M8 (relocating to 106-873 Beatty St, Vancouver on November 27, 2009.)

Responsible to: The Executive Director

Main Duties & Responsibilities:

Database Administrator Duties

- Confirm donations and recruits;
- Keep track of calls made by Telephone Fundraiser
- Keep track of donation cheques received each day
- Train and coach volunteers to carry out office tasks (i.e. data backup)
- Ensuring the marketing program is operational and user-friendly;
- Generate Monthly Report on Donations
- Generate Call List every 1st of the Month for Fund Raising
- Generate additional List when required for Fund Raising and Lawyer Recruiting.
- Assist with IT programming tasks;
- To proactively determine what software solutions will meet the needs of the organizations
- Maintain Database, which involves fixing any errors, adding, updating donor and donation info etc.
- Backup entire office data every Friday
- Provide IT support for office computers and related equipment

Qualifications and Experience:

- Bachelor of Computer Science or equivalent.
- experience in: Visual Basic, SQL and ASP programming languages
- minimum of three years of computer related employment experience including project management certificates in programming language.
- evidence of ongoing training and personal development and willingness to undertake further job related training
- excellent verbal communicator and good standard of written communication
- use of Microsoft office (Word, Excel) and database management and effective use of email
- determine, manage and fulfill IT projects goals on own initiative
- good problem solving skills and strong inter-personal skills
- able to dealing with difficult situations and individuals with sensitively
- effective team worker with flexible approach to work
- strong project management ability