



## **DATA ENTRY CLERK**

The Data Entry Clerk is a temporary position that will play a key role in helping to create a custom information management resource to bring together all Granting, Disbursement and Program information into our database (Salesforce). Reporting to the Senior Manager, Database and Analytics, together they will work closely with the Programs team (specifically the Manager, Granting and Evaluation and Chief Program Officer) to ensure all historical from 2009-2019 is added to the database.

This role is funded through the Canada Summer Jobs program and the successful candidate must meet the requirements as laid out below.

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- International students are not eligible participants. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

## **KEY RESPONSIBILITIES**

- Reviewing historical documentation from our Grants & Program team dating back to 2009 and transferring that information into the current database
- Working closely with Senior Manager, Database and Analytics and the Manager, Granting and Evaluation to build out custom 360-degree solution for tracking disbursements program partner information and impact reporting
- Design reporting and analytics dashboards to provide an overview of year over year programs disbursements
- Verify all information being entered and investigate any discrepancies or outdated information
- Attend weekly check in meetings with the Senior Manager, Data Entry and Analytics and Manager, Granting and Evaluation to update on progress
- Periodic check-ins with the Chief Program Officer and Finance team to reconcile historical disbursement information with financial accounting, in partnership with Finance team

## **JOB REQUIREMENTS**

- Includes Canada Summer Jobs program requirements listed above
- Experience performing data entry is an asset
- Experience with Salesforce or other Data Entry is an asset but not a requirement

## **TRUE PATRIOT LOVE FOUNDATION**



- Basic knowledge of Granting and Disbursements would be an asset
- Ability to understand or desire to learn data structure and common methods in data transformation
- Strong attention to detail and analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with clear communication and accuracy
- Demonstrated strong client/customer service orientation with the ability to understand and respond to various expectations from diverse stakeholders
- Some collateral is hard copy and may require some lifting of file boxes, however accommodations can be made if required
- Passion or understanding of the Canadian military an asset

#### **ADDITIONAL INFORMATION**

- Work location: Toronto Office 2-3 days per week
- Hours: 35 hours per week, flexible within core business hours (10-3)
- Pay: \$15.00 per hour
- Contract: 8 weeks (Tentative start date: May 9th 2022)