



Job Description **Database & IT Intern**

The Yellow Door is an intergenerational organization running programs and activities to bring youth and the elderly together in the promotion of mental and physical health and the prevention of urban social isolation amongst all ages.

Under the direct supervision of the *Executive Director*, the *Database & IT Intern* will be responsible for:

DATABASE DESIGN & IMPLEMENTATION

- Working with the Executive Director and Program Coordinators to understand the needs of the organization from a data perspective;
- Conducting research on database systems for small non-profit organizations; preparing a comparative analysis for the director and board to review;
- Organizing data and membership information into a user-friendly system; Assisting with data entry and clean up;
- Suggesting new, more effective and useful ways of storing, arranging, and presenting organizational data;
- Updating the organization's database platform, including implementing a new system, transferring all data, and data clean up;
- Offering suggestions for the secure management of data;
- Assisting with data collection, including administering phone and email surveys.

IT SUPPORT

- Assisting the Administrative Coordinator with IT related tasks
- Offering suggestions for operational IT updates
- Offering IT support to staff as needed

Qualifications:

- CEGEP diploma or an undergraduate degree in a related discipline (database/information management, programming, software developer, data analyst, etc)
- Experience (academic/professional) using database software, creating database systems or managing data lists
- Experience working/volunteering for a non-profit/community organization, an asset
- Fluent, spoken and written, English; French, an asset

Conditions:

The position is part-time (15 hours per week) for 16 weeks starting in early June. The hourly wage is set at \$15.50. The candidate must meet the requirements of the Canada Summer Jobs Intern program:

- 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.

How to apply:

Please send a concise (1 page) cover letter and resume to

Kaitlin Fahey at director@yellowdoor.org by 9AM Tuesday, May 26th.