



IWOO is hiring for the summer! **Database Coordinator**

About the Iranian Women's Organization of Ontario:

IWOO is a non-profit, charitable organization which believes through the empowerment of women and the most vulnerable we are able to build better communities and positively contribute to the overall health of our society. Since 1989, we have developed and delivered programs and services that have provided meaningful engagement, dialogue and supports for seniors, newcomers, LGBTQ+, youth and many others. IWOO continues to build capacity as we serve more in our community. We are guided by the Human Rights Code of Ontario and abide by strict anti-oppression and anti-harassment policies.

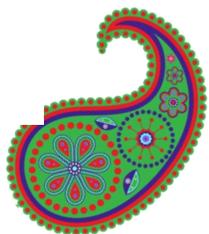
Who we are looking for:

- The eligible candidate must be between the age of 15 and 30 years old.
- Must be legally permitted to work in Canada as a Canadian citizen, permanent resident, or a person on whom refugee protection has been conferred under the immigration Refugee Protection Act.
- The eligible candidate will work for 7 weeks, for 32 hours per week.
- The wage is \$14.00 per hour.

The candidate will report into the Office Manager and head of the Membership Committee. They will be directly responsible for the daily management and direction of the database, its maintenance and the sustainability of accurate and up-to-date records.

Duties include but not limited to:

- Lead and manage IWOO's database of members, past and present donors, volunteers, and ensure records are up to date and accurate
- Will have the ability to implement a new system for seamless annual renewal of memberships
- Provide direction on best practices, programs and software to be used and implemented.
- Provide advice on cost-optimization, innovation and efficiency improvement.
- Ensure that IT assets (software and hardware) are managed and tracked
- Ensure that operational stability, integrity and compliance are achieved and maintained through the development of the database
- Contribute to the design, documentation and create a succession plan for the retention and expansion of data



Requirements:

- Relevant degree and/or experience in computers and working with various database software and online programs
- Ability to work effectively and collaboratively in a team environment and with staff, board of directors and volunteers
- Excellent customer service skills, including both verbal and written interpersonal communication skills
- Exceptionally self-motivated, self-directed and carries a can-do, positive attitude
- Deadline oriented with strong attention to detail
- Fluency in both English and Farsi is required

Please send your resume and a cover letter and two references to Info@iwontario.com by **no later than** May 26, 2019. Please state "Applying for Summer Job: Database Coordinator" in the subject line of the email. Kindly provide your full address and date of birth in the body of the email.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

