



## **KAWARTHA LAND TRUST**

Protecting the land you love.

### **Job Ad- Database Management Assistant**

#### **Reports to: Executive Assistant**

**Compensation:** 30 hours per week at \$14.00 per hour for 7 weeks with the possibility of extension.

The Kawartha Land Trust (KLT) is a dynamic land conservation charity with an impressive record of growth. Our mission is “*caring for lands entrusted to us and helping others protect the land they love in the Kawarthas*”. We do this by accepting donations of ecologically-significant lands and by engaging the community in support of this work through gifts of time and money to ensure those lands are cared for, in perpetuity.

Our successes have been achieved through the work of our dedicated volunteers and donors, supported by our core staff. We are seeking an individual who will enthusiastically engage in the work of the KLT by actively participating in communication and outreach activities. The successful candidate will have a professional attitude, good interpersonal and communication skills, and good problem-solving and analytical abilities.

#### **Tasks and Responsibilities**

The Database Management Assistant will provide vital administrative support to KLT. Duties will be related to Outreach & Communications, Land Stewardship activities, Land Securement activities, Volunteer Management and any other areas for data entry that relates to our operations. The Database Management Assistant will be supervised by the Executive Assistant with regular oversight from the Development Coordinator and Executive Director.

Under the direction of the Executive Assistant, the position will assist in the following:

- Ensure accurate and timely processing of volunteer applications, volunteer logs and its respective templates
- Ensure accurate and timely processing of various program related information, including event/activities attendance, e-newsletter subscription updates, new contact profiles
- Maintain a comprehensive database that includes accurate constituent information (contact and biographical information), perform ongoing maintenance and update the Best Practices Manual as required to ensure database health
- Generate reports and contact lists and also conduct research for staff/volunteers as needed
- Actively participate on staff committees as necessary and appropriate
- Represent KLT at internal and external events
- Assist with staff/volunteers with Incoming and outgoing calls at the KLT office
- Assist with other data management and administrative activities as needed

### **Desired Level of Education of the Student**

Currently enrolled as a post-secondary student working toward a university or college degree/diploma or specialization in Computer Science, Computing Systems, Information Systems or Data Analytics.

### **Mentoring Plans**

All KLT staff are committed to ensuring that the student has a meaningful working experience. The Executive Assistant will meet with the student to ensure that the student understands his/her roles and responsibilities via orientation upon hire; after which regular meetings will be scheduled with day to day supervision. The student will be provided with the opportunity to job shadow with members of senior KLT staff. Opportunities for formal training may include attendance at workshops, database training, and other training opportunities. The student will participate in activities that will enable the student to grow and gain skills and qualifications that will be meaningful in future employment endeavours.

### **Health and Safety**

KLT is committed to providing a safe and healthy work environment for the student. KLT staff will ensure that the student has the necessary certifications and qualifications to do the job. The student will receive orientation from KLT staff on all relevant health and safety rules, and procedures.

**Application Process:**

*\*Pending Canada Summer Jobs review of KLT's Funding Application*

- Applicants must fit the Canada Summer Jobs program requirements:
  1. Full-time enrolment in post-secondary institution in 2018.
  2. Plans to return to studies next year.
  3. Between the ages of 15-30.
  4. Legally entitled to work in Canada.
- Your application should include a resume and a covering letter which specifically addresses how your skills and qualifications relate to the job tasks and responsibilities. Please include in your cover letter a concise summary of why you think the work of Kawartha Land Trust is important, what inspires you and what you hope to learn in the position.
- Send application as a PDF or Word document in the following format:  
(Last Name, First Name, and Database Management Assistant).

**Email your cover letter and resume in one document to Kawartha Land Trust at [info@kawarthalandtrust.org](mailto:info@kawarthalandtrust.org) by 12:00NOON Monday, April 16<sup>th</sup> 2018 with the subject line "Database Management Assistant".**