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## Nova Scotia Summer Skills Program 2024 – Data Integrity Assistant

### Who We Are

Inspire + Connect + Equip parishes to become missional – to go out into the world, to live Jesus' message of love, and to invite others to live it too. That's the driving force behind Divine Renovation Ministry, a Halifax-headquartered organization committed to growing and supporting leaders who are renewing the global Catholic church.

We work all over the world – from Down South to Down Under – to inspire and support parishes that want to be more. We connect with parish leaders who are passionate about sharing the Good News of Jesus' love for every person. We see believers grow spiritually, serve their community, and love Jesus. You don't have to be Catholic to do this job – lots of our employees aren't – but you must have a genuine desire to support our team towards this goal.

As our **Data Integrity Assistant**, you'll spend 8-14 weeks, 35 hours per week on our Data Refresh Project. You'll work in partnership with our IT and Admin Teams to collect and validate new data and to ensure the accuracy, consistency and reliability of our active database through data cleansing and data management activities.

If you're looking for the chance to grow in your field, develop new skills and learn from diverse teams, read on.

### Key responsibilities:

- Researching, collecting and assessing new data for accuracy and quality
- Identifying and eliminating errors in our database records
- Generating reports
- Coordinating and organizing your responsibilities to fulfill the objectives of the Project
- Communicating your progress and challenges to our IT and Admin Teams and partnering with them to troubleshoot challenges

This can be a fully remote-working position with support and team contact through Microsoft Teams but, if you're near HRM, we'd be happy to invite you to on-site work.

### What You'll Gain:

- Understanding of the value leveraged by clean data and reports
- Enhanced skills in cataloguing and managing an extensive database
- Tools for effective scheduling, time management and communication with your team members and direct supports



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- Opportunities for partnering across departments
  - Training on how to work through challenges, make best use of resources and communicate effectively

### What We're Looking For:

Our team works at a healthy clip, so this role will engage an energetic, organized person who can take direction and work independently. You are:

- Starting full-time university or college studies in an accredited program, or already enrolled and planning to return to university or college in the Fall of 2024
- Studying IT Database Administration, Office Administration, Records and Information Management or related programs
- A permanent resident of Nova Scotia (or have lived in the province for at least six months before beginning work with us)

It's an asset if you're familiar with SalesForce, but experience with another CRM is good too.

To apply for this opportunity, please send your resume and a cover letter describing why you and this opportunity are a good match to [resume@divinerenovation.org](mailto:resume@divinerenovation.org) by **19 April 2024**.

We thank all those who apply, however only those invited for an interview will be contacted.

### Nova Scotia Summer Skills Program 2024

Task Table	Percentage of Time
Data Collection and Management, Database Use	45%
Research	20%
IT Support	10%
Communication	5%
Coordinating / Organizing	5%
Summarizing	5%
Collaborating / Partnering	5%
Evaluating / Assessing	5%