

Nova Scotia Summer Skills Program 2025

Data Integrity Assistant

Who We Are

Divine Renovation is an organization committed to growing and supporting leaders who are breathing new life into the global Catholic church.

Although we're headquartered in Halifax, , we're at work all over the world to inspire and support parishes that want to be more. You don't have to be Catholic to do this job – plenty of our employees aren't – but you must have a genuine desire to support our team with your talents.

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

What You'll Be Doing

As our Data Integrity Assistant, you'll spend 8-12 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**. This includes:

- **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

Casual dress is okay by us. 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 in-person meetings and social events.

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
- 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 or continuing full-time studies at an accredited university or college (click [here](#) for a list) in Fall 2025;
- studying IT, data analytics, data science or a related discipline; and
- a permanent resident of Nova Scotia (or have lived in the province for at least six months before beginning work with us).

Familiarity with Salesforce is an asset, 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** by **25 April 2025**.