



351 Broad St | Regina, Saskatchewan | S4R 1X2  
(306) 540-6975  
[www.bbbsregina.ca](http://www.bbbsregina.ca)

## Big Brothers Big Sisters of Regina and Area is hiring a Summer Data and Website Administrator!

**Job title:** Summer Data and Website Administrator [data administrator]  
**Responsible to:** Director of Development and Communications  
**Contract Position:** 30 hours per week, 9 weeks  
**Salary:** \$16 per hour  
**Start date:** July 3 2023  
**End date:** September 2 2023

**Applications (cover letter and resume) can be emailed to: Dominika Krzeminska**  
[info.regina@bigbrothersbigsisters.ca](mailto:info.regina@bigbrothersbigsisters.ca)

*We thank all who apply but only those chosen for interviews will be contacted.*

Do you love all things Data and working in a friendly and collaborative workspace? Then the Summer Data and Website Administrator job might be for you!

We are looking for someone who will thrive in a role that provides opportunity to execute a diverse set of responsibilities that puts their organizational, data, and skills to the test. They enjoy a friendly and collaborative workspace that encourages open-communication, input and ideas.

The position will work within the guidelines, policies and mission of the Agency and will be accountable and responsible for specific projects as assigned.

### **RESPONSIBILITIES**

- Assisting the agency in developing a transition plan for moving organizational data/files/documents from an existing platform (Dropbox), to a new platform (Sharepoint).
- Training staff on usage and best practices of using the new platform, helping trouble shoot and being the main point of contact for the new platform.
- Digitization of historical files
- Compilation and analysis of data reports through Excel and on the Service Delivery platform used by BBBS of Regina and Area and all other BBBS agencies.
- Assisting the agency in researching data reports that other BBBS agencies in the country are compiling.
- Assisting the agency in updating the agencies 3 websites.



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## **PRACTICE FOCUS**

Strengths-Based, Trauma Informed, Anti-oppressive, Youth Centered, Relationship-based, Leadership Development, Culturally Competent, Holistic Approach, Community-Development

## **YOU WILL BRING**

- As this position is through the Canada Summer Jobs program, applicants must meet the following requirements,
  - You must be between 15 and 30 years of age (inclusive) at the start of employment;
  - You must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and;
  - You must be legally entitled to work according to relevant provincial legislation and regulations.
  - International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents
- Relevant experience in data administration including working with various databases – Excel, client databases (e.g. SDP, CRM, CanadaHelps, etc).
- Experience with website development
- Organizational and time management skills
- Ability to work independently with a problem-solving lens

***If you are not sure whether you fit the role, but are interested – send us an email and we'd be happy to chat!***

### **Note:**

In accordance with the BBBS Criminal Record Check Policy, the position requires that the successful candidate provide a satisfactory Criminal Record and Vulnerable Sector Check as a condition of employment.

## **WHAT WE OFFER**

We work hard to ensure staff feel welcome, connected and a part of our team by holding regular team outings/activities. Our agency is committed to ongoing professional development and assisting staff in reaching their goals. Mentoring is what we do – and we aim to foster that in all aspects of our organization. We are an inclusive and collaborative place to work, and we think we are pretty fun too!

If this sounds like a good fit, we would love to hear from you! Please clearly indicate in your cover letter how your skills, education and/or past experiences will help you to be successful in this role.