

## Canada Summer Jobs – Data Entry Clerk

**Employer:** Settlement Assistance and Family Support Services (SAFSS)

**Job City:** Scarborough

**Job region:** Greater Toronto Area

**Location:** 1200 Markham Rd., Suite #214 Toronto, ON M1H 3C3

**Application Deadline:** April 25, 2025

**Vacancy:** 1

**Job terms:** This is a full-time temporary (April – August) hybrid position.

**Wage:** \$17.20 per hour / 5 days a week (Monday – Friday)

**Conditions:**

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

### Background:

Settlement Assistance and Family Support Services is a trusted not-for-profit social services agency that has been serving and advocating for newcomers, refugees and victims of all types of violence since 1989. The need to address Violence against Women was the seed of the organization's establishment. However, while the organization was initially founded to support women and children who were victims of domestic violence, it has since evolved and expanded its services to support other identified needs. Our trained staff provide a range of services to a diverse, multi-cultural and multi-lingual community in a responsible and professional manner in a safe non-judgmental and confidential environment that fosters trust, respect and collaboration.

**Summary:** The Data Entry Clerk will support SAFSS's administrative and program operations by maintaining accurate records and ensuring smooth information management. This role is vital to the effective delivery of SAFSS programs and services.

## Responsibilities:

- Enter and update program and organizational data with precision.
- Verify data accuracy by cross-checking with source documents.
- Organize and maintain electronic and physical files securely.
- Digitize paper records and perform regular data audits to correct errors.
- Prepare reports to support decision-making and funding applications.
- Collaborate with coordinators to track outcomes and identify data trends.
- Assist in preparing documents and coordinating event-related data tasks.
- Respond to internal data inquiries accurately and promptly.
- Handle sensitive information per privacy regulations and internal policies.
- Work closely with staff to ensure smooth operations and process improvements.
- Participate in training to enhance data management skills.

## Qualifications:

- Attention to detail and accuracy in data handling.
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Strong organizational and time management skills.
- Excellent communication skills and a proactive attitude.

**How to apply:** Submit your resume and cover letter to: [recruitment@safss.org](mailto:recruitment@safss.org)

Settlement Assistance & Family Support Services is an equal opportunity employer and committed to an inclusive, equitable and accessible workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request accommodation, please contact the HR department at SAFSS.

Only applicants who will be interviewed are contacted.