



1200 Markham Road, Suite 214, Toronto, Ontario M1H 3C3
Tel: 416-431-4847 Fax: 416-431-7283 Website: www.safss.org Email: reception@safss.org

Data Compiler

Employer:

[Settlement Assistance and Family Support Services \(SAFSS\)](#)

Job city:

Scarborough

Job region:

Greater Toronto Area

Location:

1200 Markham Rd, Suite 214
Toronto, Ontario
M1H 3C3

Application Deadline: May 16, 2024

Job terms: full-time

Hourly Wage: \$16.55

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.

Responsibilities:

- Gather and compile data from various sources, including intake forms, surveys, and program reports.
- Organize and maintain a comprehensive database of historical data, prioritizing accuracy and completeness.

Collaboration with Intake Coordinator:

- Work closely with the Intake Coordinator to understand specific data needs for program evaluation and reporting.
- Provide direct assistance to the Intake Coordinator in meeting data requirements, ensuring accuracy and seamless collaboration.

Data Analysis Support:

- Conduct precise analysis of compiled data to derive meaningful insights and trends.
- Collaborate with the analysis team to generate reports and visual representations of data findings, ensuring accuracy in interpretations.

Quality Assurance:

- Create and uphold strict quality control measures to ensure the accuracy and trustworthiness of the compiled data.

Documentation:

- Maintain detailed documentation of data compilation processes, methods, and any adjustments made to ensure transparency, replicability, and accuracy.

Capacity Building:

- Contribute to building organizational capacity in data management and analysis with a strong emphasis on accuracy.

Confidentiality and Compliance:

- Uphold strict confidentiality standards when dealing with sensitive data, ensuring accuracy in data protection measures and ensuring compliance with data regulations and organizational policies.



SAFSS

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Family Support Services

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Reporting:

- Generate accurate reports as requested by management.
- Respond promptly to data-related inquiries and requests for information, ensuring the accuracy of the information provided.

Qualifications:

- Completion of secondary school
- Previous clerical, data entry, administrative or a related field is considered an asset
- Exceptional attention to detail and data accuracy
- Strong organizational skills, with the ability to manage multiple tasks effectively.
- Proficiency in utilizing spreadsheets and data entry software for efficient data compilation
- Capacity to work both independently and collaboratively within a team environment
- Excellent time management skills to meet deadlines and prioritize tasks effectively

Reports to: (ED) Assistant & Bookkeeper

This is a temporary (8 week) full-time unionized position, based on a 35 hour week schedule from Monday to Friday.

How to apply:

Submit your resume & cover letter to: 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.