



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 Entry Clerk

Employer: Settlement Assistance and Family Support Services (SAFSS)

Job City: Scarborough

Job region: Greater Toronto Area

Location: 1200 Markham Road, Suite 214, Toronto, ON, M1H 3C3

Application Deadline: May 5, 2026

Vacancy: 1

Job terms: Temporary (8 weeks)

To be eligible, participants must:

- Be between 15–30 years of age at the start of the funded position
- Be a Canadian citizen, permanent resident, or a person with granted refugee status
- Have a valid Social Insurance Number (SIN)

Wage: \$17.60

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 provide key administrative support across multiple SAFSS programs, including Settlement, Employment, Community Connections, Seniors Programs, and Youth Services.



SAFSS

Settlement Assistance &
Family Support Services

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

This role is responsible for accurately entering, updating, and maintaining client and program data in SAFSS databases and spreadsheets while supporting the organization of both digital and physical records.

Responsibilities:

Data Entry & Record Management

- Enter and update client information, intake forms, service records, workshop attendance, and program outcomes
- Ensure accuracy and consistency of all data entered into SAFSS systems
- Maintain up-to-date records to support reporting requirements for funders and program partners

File Organization & Administration

- Organize, scan, upload, label, and store digital and physical documents
- Maintain structured and accessible filing systems
- Prepare and organize digital folders and client sign-in sheets
- Assist staff in retrieving documents and records as needed

Data Quality & Reporting Support

- Review historical records to identify and correct incomplete or missing information
- Support quality assurance checks to improve data accuracy
- Assist in maintaining compliance with reporting standards for funders (e.g., IRCC, MCCSS, CSP, NSP, and others)
- Perform other duties as assigned

Qualifications:

- Strong attention to detail and accuracy
- Good organizational and time management skills
- Comfortable working with computers, databases, and spreadsheets
- Ability to handle confidential information appropriately
- Strong communication and teamwork skills
- Previous data entry or administrative experience is an asset

Reports to: Chief Operating Officer (COO)



SAFSS
Settlement Assistance &
Family Support Services

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

This is a temporary full-time position, with a tentative start date of May 11, 2026. This role expected to be in-person, based on a 35-hour week schedule from Monday to Friday.

How to apply: Submit your resume and 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.

To ensure transparency and fairness in hiring, this recruitment process does not utilize artificial intelligence (AI) for candidate screening or selection. Applications will be reviewed by the hiring team.

Only applicants who will be interviewed are contacted.