



Community Information Centre of Ottawa
Centre d'information communautaire d'Ottawa

French Project Data Editor

Reports to

Database Manager

Scope

The French Project Data Editor is responsible for the data management of French data across the province through external 211 partners.

Overall Responsibility

The French Project Data Editor is responsible for updating, creating and maintaining database records in the database of partners across Ontario in accordance with current data standards across the provincial 211 system. They are also responsible for high quality translation of records (English/French) and ensuring consistency, clarity and accuracy within the database.

Key areas of responsibility

- Input of data received from various organizations or agencies in the database of partners across Ontario.
- Translation and verification of bilingual database record information (English to French, French to English).
- Liaising with agencies to gather and verify record information including programs offered, areas served and all other pertinent details.
- Research of new services or programs and record creation for the database.
- Updating the database of partners across Ontario so that the database remains current, accurate and adheres to professional standards.
- Ensuring consistency between English records and French records.
- Reviewing and proofreading records.
- Supporting provincial 211 partners in establishing a working model which will meet the needs of the various players.
- Liaising with 211 organizations to ensure their data needs are being met and to work through any data related challenges.
- Various administrative tasks and other office related duties.

Consults with

- Database Manager
- Data Management Team

Term of employment

Contract and/or Permanent



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Knowledge, Skills and Personal Attributes

Knowledge

- Knowledge of data entry and database management.
- Knowledge of computer systems.
- Knowledge of the non-profit sector and human services system.

Skills

- Excellent fluency in English and French, written and spoken.
- Strong technical skills including writing, editing and researching.
- Ability to perform English to French & French to English translations.
- Advanced time management and organizational skills.
- Analytical and problem solving skills.
- Excellent communication skills (interpersonal, written/documentation, listening).
- Ability to work collaboratively within a team.
- Ability to work with speed, accuracy and consistency and occasionally within tight deadlines.

Personal Attributes

- Very detail oriented
- Honest and trustworthy
- Respectful
- Possess cultural awareness and sensitivity
- Flexible
- Demonstrates sound work ethics

Working Conditions

Physical Demands

The French Project Data Editor will spend long hours sitting and using computers, office equipment, and telephones, which can cause muscle strain. The French Project Data Editor will also have to do some lifting of promotional materials and collaterals from time to time.

Environmental Conditions

The French Project Data Editor will be located in a busy, open area office. They will be faced with frequent interruptions and must telephone other organizations on a regular basis.

Sensory Demands

The French Project Data Editor must spend long hours in concentration working within the database and using a computer. They will also be in a position to overhear other incoming calls due to the open nature of the office.



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Mental Demands

Tasks related to this position are many but can be at times repetitive. There are a number of deadlines associated with this position, which may cause high levels of stress. The French Project Data Editor must also liaise with a wide variety of people to ensure the data work is being completed and information is present.

Additional Information

- Please direct applications to melanie.beaudry@cominfo-ottawa.org
- Applicants who are not fluently bilingual (English & French) will not be considered
- Please provide your availability in your application.
- One Full Time contract, 35 hours per week
- \$18 per hour
- Start date is anticipated to be in January 2012
- Hours of operation are 7am to 9pm Mon-Fri and 8am to 6pm Sat-Sun.