

## Impact Database Specialist

At Tearfund, you join a group of believers who are focused on facing the challenges of poverty and injustice through God's love. We believe that God's people are a hub of change and that the local church is the best way to transform lives, restore relationships, and help people to lift themselves out of extreme poverty. When spiritual renewal is combined with training that empowers, true transformation occurs. When disasters strike, we respond quickly. We don't stop until poverty stops.

### Is this Role for you?

- Are you passionate about using your skills to help people become free from extreme poverty, living transformed lives, and reaching their God-given potential?
- Do you love building relationships and collaborating?
- Do you believe that God is working powerfully in the world through the local church?
- Do you see your work as ministry, and are you passionate about using your skills to the best of your abilities as an act of worship?
- Do you enjoy working with teams to understand information needs and come up with IT solutions?
- Do you know how to analyze information and data and create reports?
- Do you have an interest and skills in designing, implementing and managing a database system with a focus on project impact?
- Do you enjoy /are you proficient in creating queries, reports, and data visualizations?

If so, we encourage you to apply.

### Position Profile

<b>Position:</b>	<b>Impact Database Specialist</b>
Reports to:	Program Manager
Location:	Scarborough, Ontario (or remote)
Position Type	Full-time contract
Compensation:	\$20/hour
Dates	May 4, 2024 – August 21, 2026

### Role Description

As an Impact Database Specialist, you work with various teams within TFCA and its partners to identify information needs and effective ways to utilize it. Your role involves reorganizing existing impact stories from semi-annual and annual reports, as well as ensuring the effective collection of data from the field. You also facilitate the utilization of this data by different teams to inform stakeholders, raise awareness, and secure financial support for projects.

You will be involved in creating queries, presentations, and summary reports of impact stories from semi-annual and annual reports of ongoing projects, as well as facilitating the analysis of program performance and impact.

You will be involved in designing, implementing, and maintaining project impact database systems for current and ongoing projects supported by Tearfund Canada.

## Overview of Activities

### ***Data analysis and reporting***

- Provide support and ensure the effective collection of impact stories from partners in the field.
- Reorganize existing impact stories from semi-annual and annual reports and facilitate the utilization of the information by different teams.
- Analyze project performance and impact, from semi-annual and annual reports and create summary reports and presentations.

### ***Database management***

- Design a database of impact stories of ongoing and current projects
- Create queries, presentations, and summary reports of impact stories and facilitate their utilization of them by different teams to inform stakeholders, raise awareness, and secure financial support for projects.

### ***Collaboration***

- Work collaboratively across the Tearfund Canada Team, gathering and sharing stories of impact from projects implemented by partners and supported by Tearfund Canada.

## Skills and Responsibilities

The successful candidate will have various prerequisite skills and responsibilities required for the duties of this job, including:

- Proficiency with Google Suite, MS Word, Excel, PowerPoint, and Dropbox are required
- Proven track record of being highly motivated and driven to perform and follow through
- Follow a strict code of ethics and always protect confidential information.
- Strong knowledge of database management systems.
- Experience with data analysis tools, such as SPSS preferred.
- Proficiency in creating queries, reports, and data visualizations.
- Understanding of data analysis, evaluation, and monitoring frameworks.
- Excellent collaboration and communication skills.
- A background in a relevant field, such as data systems, statistics, social sciences or a related area.

## Qualifications

- Fully aligned with the vision, mission, and values of Tearfund Canada
- Completed or working towards a degree/diploma in data systems, statistics, or social sciences
- A team player, who is also self-driven, entrepreneurial and able to work independently without supervision
- Able to get things done. Willing to roll-up sleeves and do what is needed. Will seek out the answer if doesn't know how to do something

## Application

To apply, kindly email us your cover letter and resume to [hr@tearfund.ca](mailto:hr@tearfund.ca). Your cover letter should include a description of the following:

1. Why you are the right fit for this position

2. Your related education and experience
3. How you would integrate faith with this role

**Applications will be accepted until March 1, 2026.**

**\*\*\*IMPORTANT - PLEASE READ\*\*\***

This is a Canada Summer Jobs position and, therefore, the candidate must:

- be between 15 and 30 years of age at the start of the employment\*
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\*; have a valid Social Insurance Number at the start of employment; and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- \*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

\*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

Please note that “as in 2019, funded employers are no longer restricted to hiring students: all youth aged 15 to 30 years may be eligible participants.”

*Qualified candidates must be able to demonstrate a commitment to the core values and Christian mission of Tearfund Canada.*

*Tearfund Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

We thank all applicants for applying, however will only reply to those selected for interviews.

To learn more about Tearfund Canada, visit [Tearfund.ca](http://Tearfund.ca)