

Canada Summer Jobs funded position

Data Administrator

8 week contract

Start Date: Jul 6, 2026 End Date: Aug 28 2026

**Hourly wage \$17.60, + Vacation payment
35 hours per week**

Can be remote

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English level: Minimum a level 6 CLB or intermediate

Version: #1

Overview

The Data & Impact Reporting Assistant will support Grassroots Response by organizing, refining, and analyzing program data from 2023–2025 as well as assisting with forecasting. The youth will work with spreadsheets, create reporting dashboards, prepare internal summaries, assist in the transition to a new client management system, and help optimize existing Google Sheets used for housing, employment, volunteer tracking, and support programs.

They will support staff with compiling statistics for grants, annual reports, and donor updates.

They will not perform fundraising, financial solicitation, or independent case analysis. The immediate supervisor for this role is the Employment Coordinator.

Tasks & Responsibilities

- Compile, clean, and organize program data (housing placements, intakes, employment outcomes, volunteer engagement, support requests).
- Create internal dashboards or summary tables to help staff track key metrics.

- Assist in migrating data into a new client management software (importing, categorizing, verifying accuracy).
- Review and improve existing spreadsheets for efficiency, clarity, and error reduction.
- Prepare monthly and quarterly internal impact summaries and forecast documents for staff.
- Assist with data needed for annual reports, grant applications, and partnership meetings.
- Document data processes to help improve long-term organizational workflow.
- Support the creation of visual charts or simple visual summaries for presentations.
- Collaborate with program teams to verify information and resolve inconsistencies.
- Maintain strict confidentiality and follow data privacy guidelines.
- Assist in organizing employment-related events, job fairs, employer presentations, and partner info sessions. Examples of future events include a job fair

Skills Development Plan

Youth will develop the following skills:

Skill Area	Development Activities
Digital Skills	Spreadsheet analysis, data cleaning methods, database organization, client management systems.
Problem-Solving	Identifying gaps or errors in data, recommending improvements.
Adaptability	Working with multiple programs and evolving datasets.
Communication	Preparing clear written summaries for staff and partners.
Collaboration	Working with staff from housing, employment, volunteer coordination, and support programs.
Technical Skills	Using Google Workspace, CRM-style systems, client management software and volunteer communication platforms (Whatsapp), Importing/exporting data, Basic data visualization, Graphic software.

Skill Area	Development Activities
Creativity & Innovation	Improving reporting tools and developing efficient new templates.

Mentor Provides:

- Training in nonprofit data interpretation
- Skill development in reporting, impact measurement, and documentation
- Access to historic datasets and templates
- Professional guidance on building a career in data, analysis, or nonprofit operations

In order 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 someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN
- International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program.

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**This job description pay change. Please reference the job description version code when applying.*

Apply even if you do not believe you have all of the qualifications. We prioritize people who want to make a difference, are dedicated, hardworking, and show an ability to learn.