

Membership Database Assistant

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Membership Database Assistant III in the Administration Department: Membership Database.

Accountable to the Membership Database Specialist and working collaboratively with the Finance Department the successful incumbent will assist with the maintenance of the Association's centralized membership platform (iMIS) which processes and maintains all teacher member records concerning membership status and fee rates.

Key Duties

Database responsibilities include but not limited to:

- Triages membership email account emails to Finance, Membership Database, and others as required.
- Responds to membership inquiries (phone calls and emails) and maintains changes to member information in the membership database;
- Assist in the maintenance of the Association's centralized membership database system (iMIS)
- Prepares letters of good standing for OECTA members, upon request;
- Assists in producing membership lists; (Active Member lists, active school lists with membership count)
- Assists in the maintenance and updating of unit office and school board contact information.
- Responsible for the compilation and maintenance of all categories of membership applications to ensure that policies are followed, forms and procedures are effective, all inquiries are answered, and applications are processed promptly; (Associate Members).
- Acts as liaison to arrange for major lists and labels in either electronic or print form for publications and materials and ensures that the Administration Departments are advised of any changes;
- Periodically inventories and audits active and inactive records;
- Responsible for coordinating and maintaining OECTA membership eligibility with the Edvantage program.
- Creates new membership records;
- Validates and uploads fee files into the Association's database as well as monitors the databases fee importer performance to ensure it runs efficiently;
- Generates reports, dashboards, and data visualizations and assists with data analysis as required;
- Maintains comprehensive documentation for workflows, and procedures to ensure clarity and consistency in data management practices.
- Reception call tree duties
- Other duties as assigned

The individual must be capable of working independently with confidential information and handling additional duties as assigned by the Manager of Executive Administration and Human Resources or their designee.

Education and Experience

- Extensive training in database management and/or completion of a University/College program in information technology.
- More than five years' accumulated experience working with organizational records with a similar institution, or in related work including extensive experience with database management and administration and analysis of data;
- Proficiency in data entry;

- Strong understanding of Excel, Power BI and Macro is essential for analyzing and automation of data related tasks, including the ability to convert Text. Files into Csv files, VLOOKUP, Pivot table, and data validation;
- This position requires analytical thinking including the ability to break down problems and navigate through them when data and operational rules are ambiguous;
- Attention to detail and accuracy in handling membership records;
- Well developed and current computer skills in the full Microsoft 365 Office Suite;
- Working knowledge of iMIS database systems;
- Strong attention to detail to identify discrepancies in the data; and
- Excellent organizational, communication and interpersonal skills, with professional telephone manner.

Start Date: ASAP

Salary

This is a unionized position under the terms and conditions of a collective agreement. Starting salary begins at \$77,485 and increases as per the collective agreement after 9 months and 18 months.

Application Process

Qualified candidates are required to submit a cover letter and résumé via LinkedIn to:

Cindy Robidoux, Manager of Executive Administration & Human Resources

OECTA is committed to employment equity and actively seeks to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their cover letter.

Please consider answering the following:

1. Do you self-identify as First Nations, Métis, and/or Inuit?
2. Do you self-identify as a member of a Black community or racialized community?
3. Do you self-identify as a person living with a disability?
4. Do you self-identify as a woman, man or as gender diverse?
5. Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

In accordance with the Accessibility for *Ontarians with Disabilities Act* and all other applicable legislation, OECTA is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require accommodation to ensure your equal participation.

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.