



Greater Ottawa

Habitat for Humanity®
Habitat pour l'humanité®

La Grande Région d'Ottawa

Position: Family Services Database Administrator

Habitat Greater Ottawa is looking for a dynamic and highly motivated individual interested in the new volunteer role of **Family Services Database Administrator**.

This role is responsible for researching and building a community database to support the community outreach goals of the Family Services Department as well as other departments at Habitat Greater Ottawa. This volunteer opportunity offers the chance to engage and foster community relationships and make a meaningful impact to Habitat Greater Ottawa's work in building healthier, stronger communities.

REPORT TO: Habitat Greater Ottawa Family Services and Communications Departments

RESPONSIBILITIES:

- **Research:** Conduct online research and identify businesses and community organizations that fall within Habitat Greater Ottawa's catchment area including schools, community centres, social clubs, religious institutions, banks & mortgage lenders, real estate agents and other relevant entities.
- **Database Development:** Create distinct categories within the database based on entity type and location. Input accurate information including organization, names, contact information, website, mailing address, and any other relevant details.
- **Maintain Records:** Regularly update and maintain the database records to ensure accuracy and completeness.
- **Outreach and Communication:** Support the Family Services and Communications Departments in contacting prospective community partners via email (template communication emails will be provided).
- **Keep in Contact:** Maintain regular contact and updates on your progress with the Family Services and/or Communications Department with occasional virtual meetings during regular business hours when needed.

QUALIFICATIONS:

- Ability to inspire and promote Habitat for Humanity's mission and vision within the community
- Organized and detail-oriented with exceptional communication skills
- Ability to work remotely and attend occasional meetings with the Habitat Greater Ottawa team (virtually)
- Excellent computer skills (Word, Excel, PowerPoint, Outlook)
- Knowledge and respect of diverse religions and cultures
- Experience in non-profit, social housing or social services field is an asset
- Valid driver's license and access to reliable vehicle or transportation an asset

- Bilingualism an asset (English/French)

TIME COMMITMENT:

- Available a minimum of once a week on a regular basis (preferred)

To apply for this volunteer role, please email your resume (cover letter optional) to Julie Chatelain, Community Engagement & Volunteer Coordinator at volunteer@habitatgo.ca. Please indicate: *Family Services Database Administrator* in the subject line.