

## Job Description

### **Data Entry and Project Administrator**

Updated: September 12<sup>th</sup>, 2024

Homelessness Services Association of BC (HSABC) is an umbrella organization supporting shelters, drop-in centres, homeless outreach teams and other service providers addressing the needs of persons experiencing homelessness with the goal to ending homelessness.

HSABC is actively committed to creating an equitable, diverse and inclusive workplace. We strive for a diverse team and foster the inclusion of voices that have been underrepresented and oppressed. We strongly encourage applications from individuals from communities and groups that have historically been disadvantaged and/or marginalized, including First Nations, Inuit and Métis peoples, racialized persons, persons with disabilities, women and gender diverse persons, 2SLGBTQ+ persons, and/or persons with lived or living experience of homelessness, poverty or precarity.

### **Job Summary**

Data Entry and Project Administrator, working closely with the Count Team, will oversee the data entry and maintain administrative and logistical oversight on the planning of Count. This is a limited-term employment starting October 14<sup>th</sup>, 2024, to November 7<sup>th</sup>, 2025.

### **1. Competencies**

The Data Entry and Project Administrator will possess strong attention to detail, ensuring accurate data entry and adherence to methodology. Demonstrate excellent organizational and planning skills to manage project timelines and logistical needs effectively. With strong communication abilities, they will build and maintain relationships with community partners.

Applicants should be able to demonstrate proficiency in several of the competencies below, with an interest in personal development to acquire the remainder:

- 1.1. **Collaboration** – Facilitate collaboration with the Homeless Count Team and community partners to provide support in coordinating activities, providing administrative assistance, and contributing to the overall success of the Homeless Count.
- 1.2. **Project Implementation** – Demonstrate strong organizational and planning skills to effectively meet project timelines, deliverables, administrative and logistical needs.
- 1.3. **Data Entry and Management** – Strong attention to details and proficiency in data entry and management, ensuring accurate and timely input of information and adherence to existing protocols and methodologies.
- 1.4. **Financial and Administrative Management** – Handling financial documentation, such as invoices and expense tracking, along with maintaining up-to-date project records.

## 2. Job Duties

With support, resources and opportunities for growth, the Data Entry and Project Administrator will engage in:

### Data Entry:

- 2.1. Oversee and supervise the data entry process for the Homeless Count, ensuring accurate input, adherence to set methodologies, data validation protocols, and data security.
- 2.2. Support the Count Team in development of data reporting and community profiles.

### Project Implementation and Administration:

- 2.3. Assist the Count Team in organizing meetings, training sessions, community activities, and ensure proper preparation and delivery of materials, schedules, and resources.
- 2.4. Manage project invoices, track expenses, and maintain updated documentation and reports to ensure smooth project administration.
- 2.5. Build relationships and maintain communication with Homeless Count Communities to facilitate collaboration and implementation of Homeless Counts.

## 3. Candidate Profile

Applicants should be able to draw on their experiences to demonstrate an aptitude for the knowledge, skills and abilities listed below. Candidates are not expected to excel in all aspects of the profile. However, they should be able to show an interest in ongoing learning to meet the requirements for the position.

- 3.1. Lived expertise of homelessness, poverty and/or precarity is an asset.
- 3.2. There is flexibility regarding education level based on an equivalent combination of work and lived experience compared to a degree in a related discipline (e.g., social sciences including psychology, political science, sociology, gender and/or women's studies; health science, law or economics). Learning in statistical and research methods is considered an asset.
- 3.3. Familiarity with, and advanced understanding of the landscape of homelessness and homelessness serving organizations and agencies in BC. Prior work or volunteer involvement within the sector is considered an asset.
- 3.4. Familiarity with data management, quantitative and qualitative research methodologies and analysis.
- 3.5. Past experience in project and office administration, invoice tracking and logistics.
- 3.6. Excellent written and verbal communication skills.

- 3.7. Experience building relationships and/or collaborating on projects or initiatives with Indigenous groups or other equity-denied communities.
- 3.8. Strong organizational skills, with the ability to meet deadlines and develop, implement, and interpret goals, objectives, and policies.
- 3.9. Detail oriented and possess the ability to identify issues and implement creative and strategic solutions to overcome problems.
- 3.10. Is a team player, but has the ability to work independently and take initiative.
- 3.11. Advanced knowledge and experience with Microsoft Word, Excel, Outlook and Teams. Competence with SPSS, Tableau or Adobe products is an asset.
- 3.12. Experience working in data entry and management.
- 3.13. Must be responsible, trustworthy, adaptable, patient and willing to learn and grow.

#### **4. Work Conditions**

- 4.1. Interaction with HSABC Members, community partners, government representatives, vendors, outside stakeholders and the general public.
- 4.2. Represent HSABC on appropriate networks, working groups, advisory committees and in research projects.
- 4.3. Work in community to build relationships with frontline service providers, peers and those experiencing homelessness.
- 4.4. Require a willingness to travel throughout the province.

#### **Commitment to Equity, Diversity and Inclusion**

To address issues of systemic inequity within the Canada and specifically within the Canadian labour market, HSABC is committed to achieving a diverse workforce through inclusive HR practices in all aspects of employment including recruitment, hiring and promotions.