



# BC Aboriginal Child Care Society

## JOB OPPORTUNITY

### **IELCC Database Administrator** **Full-time position (35 hours/week)**

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous early learning and child care (ELCC). BCACCS undertakes research, develops training and resources, and provides services and leadership to support Indigenous communities throughout BC to create high quality, culturally respectful, spiritually enriching community child care services that are based in the child's culture, language, and history. In 2018, the First Nations Leadership Council mandated BCACCS to be the Regional Coordinating Structure for the implementation of and investment in the Indigenous Early Learning and Child Care (IELCC) Framework in British Columbia. Guided by the BC First Nations ELCC Framework and community-driven investment strategy, BCACCS oversees the implementation process, seeking to enhance existing services, increase access for families, and build capacity in the IELCC sector.

#### **Job Summary**

BCACCS is currently seeking a qualified candidate for the position of IELCC Database Administrator. The successful candidate will support the IELCC team to maintain a robust and accurate database of funding applications, and to provide various reports on data collected. This role requires a committed individual with exceptional organizational skills and attention to detail, strong data management abilities, as well as the communication skills necessary to maintain positive relationships with a broad range of project stakeholders.

#### **Principal Duties:**

1. Using the BC First Nations ELCC Framework and investment strategy as guides, support the IELCC team to develop, implement, and maintain the online Grantmaking funding database.
2. Ensure that the security and confidentiality of project data are maintained in alignment with the First Nations Principles of OCAP® (ownership, control, access, and possession), taking extra security precautions when handling personally identifiable data, as applicable.
3. Support data entry, manage key contact information, and ensure data is backed up appropriately.
4. Provide ongoing support to the IELCC team and other BCACCS staff by:
  - a. providing limited tech support for team members using the database;
  - b. creating and maintaining team members' database dashboards, as necessary;
  - c. documenting database policies, procedures, and standards;

- d. preparing data for meetings, reports, and presentations; and
  - e. training team members on project-specific elements of the database.
5. Build user-friendly internal and external database forms, while considering the wide variation in users' ability to access technology.
  6. Using database filters, build reporting templates and perform ad-hoc data pulls.

*Opportunities for training and skill development will be provided.*

**Skills and Qualifications:**

1. Analytical mindset, exceptional attention to detail, and outstanding organizational skills.
2. Knowledge of BC First Nations culture, history, and issues.
3. Experience working with First Nations, preferred.
4. Excellent written and verbal communication skills.
5. Great interpersonal skills.
6. Minimum three years' experience working with databases; experience with Blackbaud's Grantmaking is preferred.
7. Advanced Excel skills, including VLOOKUP, advanced conditional formatting, and pivot tables.
8. The ability to work independently and as part of a team, preferably with experience working in a virtual team environment.
9. Bachelor's degree is desired, preferably in a related field.

**Compensation:** \$26/hour, as well as extended health benefits and pension plan (available after a 3-month probationary period).

**Closing date:** When position is filled.

**Start date:** As soon as possible.

**How to apply:** Please submit a resume and cover letter explaining how you meet the contract requirements. Include specific examples encountered in your work or educational experiences as it relates to this opportunity. This may be sent to [jobs@acc-society.bc.ca](mailto:jobs@acc-society.bc.ca) citing "Application for IELCC Database Administrator" in the subject line. All applications must include a cover letter and resume as one document in PDF format.

*In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.*

**We thank all those who apply. Only those candidates selected for an interview will be contacted.**