



POSITION: Database/Analyst Coordinator

LOCATION: Ottawa, Ontario

POSITION DETAILS: Full time, Contract August 9, 2021 - March 31, 2022

REPORTS TO: Executive Director

WEBSITE: www.canada-organic.ca

THE ORGANIZATION

The Canada Organic Trade Association is the membership-based association for the organic sector in Canada: representing growers, processors, certifiers, provincial farmers' associations, importers, exporters, retailers and others throughout the organic value chain. COTA's mission is to promote and protect the growth of organic trade to benefit the environment, farmers, the public and the economy. COTA brings together the diversity of Canada's organic sector: from farmer and processor to retail, including food products, fiber and textiles, personal care, and organic aquaculture.

COTA is a progressive member-service organization: providing information, data and strategic insights to its membership base, representing organic to the media and government, and leading consumer education and promotion campaigns to highlight the benefits of organic. COTA protects organic by playing an active role in standard-setting and industry priority-setting, as well as influence on important regulatory issues. COTA also promotes Canadian organic products domestically and abroad, building market intelligence on key markets, providing data insights and organic directories to connect buyers and sellers. COTA places a premium on its relationship with Canada's government in Ottawa and takes a leadership role on behalf of the organic sector to ensure our stakeholders and their needs are heard by policymakers.

Position Summary

Reporting to COTA's Executive Director, the Database/Analyst Coordinator will be responsible for day-to-day operations, administration, optimizing and leading in support of the customer relations management database, website directories, and organic market data. The Coordinator will be responsible with the proactive monitoring, optimizing, automating, support and scaling of COTA's data and database infrastructure. The Coordinator will lead on ensuring data integrity, improved operational resources, implement website directories and write market reports.

Compensation will be commensurate with experience. This position is full-time 37.5 hours a week from August 9, 2021-March 31, 2022.

Functions:

Database/Analyst Coordinator Job Responsibilities:

- Manage database access and data integrity.

- Diagnose and troubleshoot database errors with external consultants.
- Set and maintain database standards.
- Recommend and implement emerging database solutions.
- Create and manage database reports, visualizations, and dashboards.
- Create automation for repeating database tasks.
- Be available for on-call support as needed.
- Work with COTA staff to identify improvements and problem solve fixes with Salesforce CRM application and website directories.
- Design new features and processes to increase efficiencies and improve overall user experience.
- Problem solves issues with application integration and conduct research to achieve the desired outcome with limited resources.
- Research new tools/systems to support improved functioning with limited resources.
- Program new features when and where appropriate.
- Work with COTA staff, partner's and consultants to determine tagging and categorization architecture for improved searchability and functionality.
- Determine new sources of organic data and design reports to feature relevant analysis.
- Analyze and assess the data collected to highlight trends and insights.

Minimum Requirements

Database/Analyst Coordinator Qualifications/Skills:

- Strong command of Salesforce Customer Relations Management.
- Advanced knowledge of performance monitoring standards.
- Understanding of relational and dimensional data modeling.
- Strong mathematical and statistical knowledge.
- Excellent written and verbal communication skills.
- Impeccable attention to detail.

Education and Experience Requirements:

- Post-secondary education and Bachelor's degree in data management, business, computer science or a related field.
- One to three years of experience in database administration, information technology, database architecture, or a related field.
- Experience with Salesforce CRM application.
- Data manipulation experience.
- Proficiency in using excel and/or other spreadsheet applications.
- Extensive experience with database technologies.
- Demonstrated experience in directory management on Drupal websites.

Assets:

- Demonstrated interest in organic food and agricultural industry.
- Experience coding and/or an ability to read source code.
- Ability to read and understand French language.

HOW TO APPLY

A detailed letter describing your background in data and information systems management credentials, interest in the position, salary expectations, and a current curriculum vitae should be sent to the attention of: Tia Loftsgard, tloftsgard@canada-organic.ca

All applications must be received no later than midnight Sunday, August 1, 2021.

Canada Organic Trade Association subscribes to the Ontario Human Rights Code. Every person has a right to equal treatment from COTA with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.