

Job Title: French Language Database Editor

Hours of work: 35 hours per week

Job Type: Full-time contract (1 year)

Short Description:

211 Northern Region, a program of the Lakehead Social Planning Council (LSPC) has been in operation since 2008 and is the designated 211 information and referral service provider in Northern Ontario. 211 is a free helpline that connects individuals to community and social services by telephone (2-1-1), chat, email, and text. Contacts are answered by Community Resource Specialists who help individuals connect with the wide range of government, community, non-clinical health, and social services using the 211 Database of Human Services. 211 Northern Region manages an online database of human services available in Northern Ontario, including First Nations and designated Francophone communities. The Database Editor completes tasks and duties as assigned in the collection, organization, and maintenance of information in the www.211north.ca database of human services.

Duties:

- Update and ensure accuracy of current French services listings
- Identify bilingual service providers and create French service listings
- Communicate with Francophone service providers across Northern Ontario, to update, verify and validate information contained in the agency/service listing
- Process updates and verifications provided by the agency and/or service provider
- Ensure listings are in adherence with Ontario 211 Provincial Data Standards
- Monitor public database searches and modify listings accordingly to enhance the public searching experience

Qualifications:

- Post-secondary education, or equivalent
- Excellent fluency in English and French
- Ability to perform English to French and French to English translations
- Strong written and verbal communication skills in both English and French
- Data entry/data management experience
- Ability to research, summarize, and organize information, giving exact attention to detail
- Ability to deal tactfully and effectively with the public and community agencies and to maintain good public relations
- Ability to work with speed, accuracy and consistency
- Working knowledge of computer and Microsoft Office programs

Workplace Setting:

Due to COVID-19, the position can be based remotely but there may be times when attendance on-site is required. A re-assessment of remote working status will be made as the pandemic situation evolves.

Application Process:

For consideration for this position, please submit by email a resume and cover letter to Marie Klassen, Executive Director, mklassen@tbaytel.net.

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted. As an equal opportunity employer, the LSPC encourages applications from all people including Indigenous peoples, persons with disabilities, and members of visible minority groups.