



WINDAMIN FAMILY AND COMMUNITY SERVICES WE ARE

NOGDAWINDAMIN Family and Community Services, a designated Indigenous Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

FULL-TIME, PERMANENT DATABASE ADMINISTRATOR LOCATION: TO BE DETERMINED

NEW SALARY Salary Range: \$68,353.00 to \$88,915.00

This posting is to fill an existing vacancy.

Job Summary

The Database Administrator position is responsible for developing analytical strategies to monitor programs, initiatives, trends, data, issues, and best practices of the agency and communicate reports to internal and external stakeholders. The Database Administrator will also be responsible for the performance, development, and optimization of Agency databases as well as the completion of service-related data requirements of ministry reports. The Database Administrator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

Qualifications

- Diploma or degree in Computer Science, Database Management, or related discipline
- Knowledge of SQL databases is preferred
- Three (3) years' experience in performing systems analysis working with data processes or in an equivalent role
- Equivalent combination of education and experience may be considered

Other Requirements

- Knowledge of data management technologies
- Strong ability to analyze and synthesize
- Advanced knowledge in data analysis (Excel, Access, SQL)
- Experience with statistical packages
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 30 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, OMERS PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job-related resume and cover letter along with three work related references by:

Thursday, April 10, 2025 – 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
Email: hr@nog.ca

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca