

Core Job Competencies

- Excellent written and verbal communication skills
- Highly organized with excellent attention to detail
- Completes projects in a manner that produces quality and timely results
- Applies strong knowledge of gendered analysis, domestic and family violence, and gender based violence
- Effectively gathers, synthesizes, integrates and interprets multi-faceted information from a wide range of sources and perspectives
- Holds themselves accountable, sets high ethical standard for their conduct
- Ability to work independently

Qualifications

The preferred candidate will:

- Be enrolled in a Library Studies, Management of Information Systems, Digital Humanities, Women's and Gender Studies or related post-secondary program
- Have excellent written and verbal communications skills
- Manage multiple simultaneous projects effectively
- Have working knowledge of Microsoft Office and Office 365
- Be motivated and self-directing, must be able to work independently
- Perform duties in a professional and confidential manner

Working conditions

This position works mainly from the ACWS Office in downtown Edmonton, with up to two days of remote work per week. Hours of work are 7.5 hours per day, Monday to Friday, 8:30 - 16:30.

Physical requirements

This position requires you to spend significant periods of time working at a computer.

Direct reports

This position has no direct reports.

Application Requirements

To apply, please email a resume and brief cover letter to:

Voice@acws.ca

Candidates contacted for an interview will also be asked to provide references and a writing sample.

Contact Information

For more information about this position, please contact:

Hannah Friesen

Data Management Lead

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