



*Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.*

*Empower Immigrant Women. Enrich Canadian Society.*

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**Client Data Specialist**  
**Part time – 22.5 hours per week**  
**5 month contract**

The specialist is responsible for conducting research and data mining to produce inventory of briefs and statistical information to be used towards agency proposals and program enhancements. We are looking for an individual with strong research and analytical back ground as well as exceptional communication skills.

**DUTIES AND RESPONSIBILITIES**

- Review existing inventory of research gathered for various thematic areas
- Expand inventory by collecting and entering new information related to the identified subject matter
- Ensure integrity of client data captured in agency database
- Mine data from federal , provincial and municipal data repository
- Prepare research briefs on select thematic or subject matter areas
- Assist with all communication pieces pertaining to the collection of quantifiable and qualitative data through surveys and other evaluation
- Assist with special events
- Other duties as assigned by the Manager including requests for additional paid hours on a temporary basis when needed

**STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Keep all team members up to date about relevant information
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

**QUALIFICATIONS**

- Two years' experience in a high level administration position
- Experience in primary and secondary research methodologies is required
- Knowledge and experience in the creation and development of research briefs
- Excellent oral and written communication and time management skills
- Excellent organizational skills and ability to multi-task and prioritize
- Excellent digital literacy skills including Microsoft Office Suite
- Strong research skills and understanding of data collection methodology
- Strong organizational and teamwork skills, collaborative problem-solving and decision-making
- Strong teamwork skills and ability to work in a team environment

- Strong analytical, organizational and interpersonal skills with sound judgment and a diplomatic approach
- Ability to handle confidential and critical information
- Ability to work independently to meet deadlines and complete projects
- Ability and capacity to work from home office
- Highly motivated with a positive attitude
- Second language is an asset

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check.

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

**Human Resources**

Calgary Immigrant Women's Association  
Suite 200, 138 - 4<sup>th</sup> Avenue SE  
Calgary Alberta T2G 4Z6  
Fax: 403.264.3914  
Email: [careers@ciwa-online.com](mailto:careers@ciwa-online.com)

*The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.*