

Job Description PCBIA

Job Identification

Title: Data Coordinator
Location: 105 Lakeshore Rd W
Employment type: Part-Time/Starting 30 Hours Per Week

Department: Office Support
Reports To: Executive Director
Direct Reports: N/A
Job Level: N/A

Job Summary

Reporting to the Executive Director, the Data Coordinator will be responsible for the collection, verification, and monitoring of data pertaining to the businesses within the boundaries of the PCBIA. The Data Coordinator will assist with the migration to the new PCBIA website, verify the integrity of the data, and enter data to our website and database. The Data Coordinator will report on the data collected and help identify business composition and analytics within the PCBIA area. The Data Coordinator will liaise with over 500 local businesses to collect and update data.

Functions and Responsibilities

1. Ensure current business data on the PCBIA directory is current, accurate, and complete
2. Identify new businesses and update directory with current and complete data for new businesses
3. Work with PCBIA staff to build relationships with businesses to facilitate effective info share
4. Work with PCBIA staff to ensure data gathered and displayed on the PCBIA website best reflects the needs of the BIA and the business community
5. Assist in the migration and presentation of data to the new PCBIA website
6. Utilize data to create reports to identify the composition and gaps in information on PCBIA businesses
7. Create analysis and reporting on vacancy rates in Port Credit
8. Collaborate with BIA members to highlight the importance and benefit of data collection
9. Work with PCBIA to tell the story of the Port Credit Business Community through Data Analytics
10. Submit a detailed weekly staff report to Executive Director

Qualifications

1. Previous experience collecting and interpreting data
2. Ability to take complex data and present in a simple and meaningful report
3. Strong written and verbal communication skills
4. Proven professionalism and customer service skills
5. Strong attention to detail
6. Resourceful and able to take direction and work independently