

Data Specialist for Manitoba Habitat Conservancy (MHC)

Winnipeg, Manitoba

MHC is looking for a Data Specialist

About the Manitoba Habitat Conservancy:

The Manitoba Habitat Conservancy (MHC) is a registered charitable organization, established in 1986, and based in Manitoba, Canada. MHC was formed to work in partnership with Manitoba landowners to achieve its mission of creating enduring conservation benefits through investment in and delivery of initiatives to achieve productive natural landscapes and community wellbeing.

MHC's mission for community well-being extends to MHC's over thirty (30) employees with competitive salaries, standard group benefits and opportunities for growth & development in the environment industry. MHC strives very hard to provide a good work life balance career for all its team members.

How to Apply:

Please apply online at www.indeed.com.

Feel free to email hr@MHC.mb.ca for further information about this career opportunity.

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

Reporting to the Human Resources and Operations Manager, the Data Specialist's (DS) primary responsibility is to help plan and coordinate Manitoba Habitat Conservancy's electronic data in an effective and efficient way. The individual must also be able to understand and support MHC's data needs with an emphasis on its ArcGIS spatial data. The position will also provide support in building queries for reports, building some business intelligence and training staff.

If you are passionate about data management with a geospatial element, and working in an environmental conservation not-for-profit, apply today!

As the Data Specialist, you will:

- Provide suggestions for effective and efficient data structure to achieve the highest level of data integrity and efficiency. This would include assisting in the creation of IS processes that can maintain standards within the IS structure, as well as identifying data responsibilities and user permissions for staff.
- Create and maintain a relationship flowchart for data flow between applications.
- Provide project management for MHC in development and ongoing management of internal and external database and system developers.
- Assist MHC staff in the development of internal and external reports for, but not limited to, funders, auditors, webpages and various internal and external reporting.
- Maintain current knowledge of application changes and developments to assist MHC with potential impacts to our IS and data structure.
- Assist with ArcGIS data management, and associated applications.
- Create formal and informal staff training programs specific to data management processes within MHC's IS. This may require training in specific computer applications such as ArcGIS.
- Serve as the Administrator for MHC's ERSI user licenses and associated data.
- Write and maintain "standards and instruction" documentation for data management.
- Other duties as assigned.

You and Your Experience:

- Post-Secondary degree in a related field, such as business, computer science and/or environmental science.
- Requirement for a post-secondary degree may be waived where demonstration of a minimum of five years of experience data management and/or in GIS applications.
- Database design experience is required.
- Advance knowledge of ESRI ArcGIS.
- Firm understanding in Microsoft 365 and SharePoint.
- Firm understanding of business processes and workflows.
- Must be able to prioritize work objectives and manage multiple priorities in a fast-paced environment with the utmost attention to detail.
- Able to work independently and as an effective member of the overall team.
- Strong analytical and problem-solving skills.
- Excellent interpersonal and English communication skills required.
- Adheres to all safety and health regulations and safe work practices.