



## **Data Management Internship**

Community Living Thunder Bay has a vision in which all citizens of Thunder Bay enjoy equal rights, freedoms and opportunities; where all people are valued for their contributions, opinions, and individuality within a community. Our role in achieving this vision is to advocate, support and provide services for individuals with a developmental disability and their families. Community Living Thunder Bay is currently seeking candidates who have a desire to promote positive growth opportunities for the people we support.

### **Duties and Responsibilities:**

Reporting to the Administration Manager & Quality Improvement Coordinator, the Data Management Intern will work to provide assistance to the Supports & Services team and deliver support in various areas, depending on the organizational needs.

The primary goal of the position is to identify, construct and report to Supports and Services with key data to improve the decision-making process, to produce meaningful documentation and improve the overall agency protocols and procedures efficiency.

The Intern's specific duties and responsibilities will include but not limited to:

- Perform data entry or data checking.
- Execute data integration and migration projects.
- Flag file issues (missing data, discrepancies, data not within study parameters) and ensure that concerns are delivered to proper department and addressed in a timely manner.
- Ensure all files and data meet agency requirements.
- Implement strategies for data storage, archival, and retrieval.
- Implement and perform data queries.
- Create, organize, store, document, extract/export, convert, merge, and manipulate data files.
- Run data backups and create recovery plans in case of system failures or data loss.
- Work with IT teams to address technical issues, implement updates, and optimize data storage and retrieval.
- Create and maintain documentation of the data management plan and database design, annotation, changes, lock and data queries.
- Perform other duties as assigned.

### **Qualifications**

The successful applicant must be a Computer Science, Marketing, Business Administration or related field graduate of a post-secondary degree or diploma program who has graduated within the last three years from an accredited college or university. Experience in the field is considered an asset.

This multifaceted position requires strong interpersonal, organizational and decision-making skills, with an ability to communicate with all levels of the organization. Excellent computer skills and knowledge of Microsoft Office programs are also required.

To be eligible for the People and Talent program, the successful applicant must satisfy the following criteria:

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

Job Types: Full-time, Fixed term contract

Contract length: 12 months

Pay: \$25/hour

Schedule: 35/hrs. weekly - 8-hour shifts (Monday to Friday)

Location: 1501 Dease Street

We offer the opportunity to thrive in a dynamic and supportive team environment. Interested applicants must submit a resume and cover letter to Human Resources via email, fax, or mail by Friday January 23<sup>rd</sup>, 2026. Please quote competition #“**HR - 0126**” in your application.

**Application Deadline: January 23<sup>rd</sup>, 2026**

**Mail:** Human Resources  
1501 Dease Street  
Thunder Bay, ON  
P7C 5H3

**Email:** [jobs@cltb.ca](mailto:jobs@cltb.ca)  
**Fax:** (807) 622-8528

**This Opportunity is Proudly Supported by:**



We thank all candidates in advance, however, only those selected for an interview will be contacted. If you would like more details regarding the position, please contact Human Resources at 622-1099.

Community Living Thunder Bay is committed to providing accommodations required due to a disability, applicants should please contact Human Resources to arrange for accommodations throughout the recruitment and selection process.