

**Hillel Lodge LTC Foundation | Summer Database Administrator — Canada
Summer Jobs 2026**

Summer Database Administrator

Hillel Lodge LTC Foundation | Ottawa, Ontario | Summer 2026

Canada Summer Jobs Position | 35 hrs/week | \$17.60/hour

Reports to: Executive Director & Development Coordinator

The Opportunity

Behind every donor relationship, every thank-you letter, and every successful fundraising campaign is clean, accurate data. At the Hillel Lodge LTC Foundation, our donor database is one of our most important tools and this summer, we need someone sharp and detail-oriented to help us make it the best it can be.

As our Summer Database Administrator, you will work closely with the Development Coordinator to audit, clean, and strengthen our CRM system. This hands-on, meaningful work will give you practical skills in database management, data hygiene, and nonprofit operations, experience that translates directly into any future role in technology, administration, business, or the charitable sector. You will also work on special projects for the Lodge, also involving data recording, keeping, and more.

We will provide comprehensive training on our systems. We are looking for someone who brings focus, integrity, and genuine satisfaction in making things work properly. If you are the kind of person who notices when something is off and takes pride in getting it right, this role is made for you.

About Hillel Lodge LTC Foundation

Our donors, volunteers, and community partners share a belief: Ottawa's seniors and residents with disabilities deserve the very best.

The Foundation raises funds to support programs, services, and quality of life for Hillel Lodge residents. Every record in our database represents a real relationship — a donor who believes in our mission, a family who trusts us with their loved one, or a volunteer who gives their time. Keeping that data accurate and well-organized is how we honour those relationships.

What You'll Do

- Own the Data Cleanup Project
- Your primary focus will be a comprehensive cleanup of our CRM database. This includes:
 - ✓ Reviewing and removing duplicate records to ensure clean, reliable data.
 - ✓ Auditing existing records for accuracy and applying consistent coding.
 - ✓ Creating new donor and contact records with precision and consistency.
 - ✓ Learning to import data and supporting ongoing data entry needs.
 - ✓ Assisting with the Qgiv and the Biking for Bubbes event execution.
 - ✓ Maintaining overall data hygiene so our team can work from information they can trust.

Beyond the database, you will be a contributing member of the Foundation team and assist on special projects for the Lodge:

- ✓ Working closely with the Development Coordinator on data-related priorities and special projects.
- ✓ Work with the other Lodge and Foundation Staff to complete special projects
- ✓ Becoming familiar with how the Foundation partners with other departments at the Lodge.
- ✓ Supporting administrative tasks and development operations as needed throughout the summer.
- ✓ Participating in team meetings and contributing your perspective.

What You Bring

We are not looking for someone who already knows our systems; we will teach you everything you need to know. What we cannot teach is the mindset.

You bring:

- Superior attention to detail and the ability to stay focused on precise, repetitive tasks without compromising accuracy.
- Strong organizational and time-management skills, with the ability to juggle multiple tasks and set your own priorities.
- Solid computer skills, including proficiency with the Microsoft Office Suite. Experience with a CRM or database platform is a bonus.
- The maturity, integrity, and discretion required when handling sensitive donor information.
- A self-starting attitude and the confidence to work independently with minimal supervision.

- Reliability, consistency, and a quiet pride in doing things properly.
- An ability to work independently and as part of a team,
- You are comfortable speaking on the phone and working with the public.

Why This Summer

Database skills are in demand across every sector, from non-profit and corporate to government and beyond. This summer, you will gain hands-on experience with a real CRM system, a professional reference from a respected community organization, and a clear understanding of how data drives relationships and results.

You will also leave knowing your work made a difference. A cleaner, stronger database means our team can spend less time fixing problems and more time on what matters — supporting the people who call Hillel Lodge home.

Canada Summer Jobs Eligibility: Applicants must be between 15 and 30 years of age at the start of employment and be Canadian citizens or permanent residents. For Long-term Care positions, you must have: a recent vulnerable sector police records check, be up to date with your COVID-19 vaccines, provide proof of a negative 2-step TB test, and complete the surge training before your start date. We can assist the successful candidate with each of these requirements.

Hillel Lodge LTC Foundation is committed to an inclusive recruitment process and welcomes applicants of all backgrounds. Please submit your CV and cover letter to foundation@hillel-ltc.com with the subject line Database Administrator.