



Job Posting

Data Integrity Assistant (Summer Student)

About Divine Renovation

Bringing hope to priests, life to parishes, and people to Jesus | At Divine Renovation, we provide coaching and tools to help parishes escape maintenance mode, reclaim their purpose and get back on track for mission. Through our coaching, events, and resources, we accompany priests and parish leaders globally – with incorporated offices in Canada (Global office), the US, the UK, Australasia, and Deutschland.

About the Role

We are seeking a motivated and detail-oriented **Data Integrity Assistant** to support our Data Refresh Project. In this summer student position, you will collaborate closely with our IT and Administrative teams to enhance the accuracy, consistency, and reliability of our active database.

This role is ideal for a student interested in data management, information systems, or administrative operations who enjoys working both independently and collaboratively.

Key Responsibilities:

- Research, collect, and assess new data for accuracy and quality
- Identify and correct errors within existing database records
- Perform data cleansing and validation activities
- Generate reports to support data-driven decision-making
- Organize and prioritize tasks to meet project objectives
- Communicate progress, challenges, and solutions with IT and Admin teams
- Collaborate with team members to troubleshoot and resolve data issues

What You'll Gain:

- Practical experience in data management and database integrity
- Understanding of the importance and impact of clean, reliable data
- Enhanced skills in data organization, cataloguing, and reporting
- Improved time management, scheduling, and communication skills
- Cross-departmental collaboration experience
- Training in problem-solving and effective workplace communication

What We're Looking For:

- Must be currently enrolled in (or planning to enroll in) full-time studies at an accredited college or university for Fall 2026
- Permanent resident of Nova Scotia or have lived in Nova Scotia for at least six months prior to the start date
- Strong attention to detail and organizational skills
- Ability to follow directions and work independently
- Effective communication and problem-solving abilities
- Comfortable working with data and digital tools



Systems and Tools:

- Experience with Salesforce or another CRM system

How to Apply:

Please send your resume/CV and cover letter to Delrina Watson (Human Resources) at Delrina.Watson@divinerenovation.org by May 20, 2026.