JHS Volunteer Posting - Data Position

Purpose of Position
This position is responsible for supporting data collection, data entry, and data analysis for the 2024 nationally coordinated Point in Time (PiT) Count in PEI. The successful individual will work with the PiT Count data team to ensure the data is as accurate as possible. The data is a critical part of the overall Point in Time project, which the John Howard Society of PEI, as the community entity, is responsible for.

Job location
The majority of the work will occur in one of the two John Howard Society of PEI Charlottetown offices with the possibility of working remotely at times.

Description of Duties
    Review completed surveys
    Work with the data team to find duplicate entries
    Input survey information and responses into the HIFIS (Homelessness Individuals and Families Information System) database
    Work with the data team to analyze the data, searching for trends and patterns
    Attend meetings with the data team

Impact of the role
The Point in Time Count is an opportunity for communities to gain a better understanding about the extent of homelessness, the demographics of the individuals experiencing homelessness, and the types of solutions or next steps required. All of this begins with the data collected from the completed surveys.

Qualifications
    Familiarity with Gmail and Google Drive
    Experience with Microsoft Excel
    Some experience with data entry
    Detail oriented
    Willing to learn and take direction
    Reliable and punctual
    Aligned with the goal of resolving homelessness
    Must be age 18 to apply for this position
    Criminal record checks are required

Time commitment

Training would begin the week of September 16th in preparation for the Point in Time Count in October. Data collection and analysis will occur during the entire month of October and may continue into November. Daily hours worked will be between 830am and 4