



**GILDA'S CLUB  
GREATER TORONTO**  
An Affiliate of the  
CANCER SUPPORT COMMUNITY

**Remote Data Entry Specialist  
One Month Contract (full-time)  
Urgently Hiring Multiple Positions**

*"There are those who open their hearts to others...who never think twice about giving of themselves. They are the wonderful, warm-hearted people who make all the difference in our lives."  
- Gilda Radner -*

If you can imagine yourself helping people live while living with cancer, then Gilda's Toronto may be the place for you.

**About Gilda's Toronto:**

Gilda's Toronto's purpose is to help people live, while living with cancer. Comedy legend Gilda Radner believed that no one should face cancer alone. Instead, they should have access to complete psychosocial cancer support from communities with shared experiences.

Led by highly qualified experts, our innovative programs and services offer personalized and specialized support to those suffering the emotional and psychological impacts of a cancer diagnosis. This would not be possible without the support of a diverse group of professionals, partners and communities who share our vision.

With the help of cancer care partners and providers, Gilda's Toronto continues to foster diversity, equity and inclusion to support growing communities in the GTA and beyond. That's why we have been a leader in innovative psychosocial cancer support for more than 20 years. And we are just getting started. Learn more visit [gildasclubtoronto.org](http://gildasclubtoronto.org)

*"Gilda's Toronto has often been referred to as "the missing link in the cancer care system." ~ Patrick J. Gullane, MB,FRCS, FACS, FRACS (Otolaryngologist, University Health Network).*

**Position Overview**

Reporting to the Interim Program Director, the Data Entry Specialist is someone who has experience with database data entry, is detail-oriented and accurate. They are curious and inquisitive, confident in their knowledge and abilities, do not shy away from challenges and are eager to problem-shoot independently and with the team. They possess the awareness to seek support and ask questions to ensure consistency and accuracy in their work. The Data Entry Specialist is someone who believes in the mission of Gilda's Toronto and takes pride in the knowledge that their work will enable the unique, customized approach to supporting people experiencing cancer-related stress.



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## Key Responsibilities

- Maintain confidentiality of data
- Clean up/modify existing data in the Member365 database
- Upload/manually enter missing data from previous database (Salesforce)
- Ensure that all member records are accurate and complete

## Candidate Requirements

- Strong multi-tasking skills
- Attention to detail/accurate
- Commitment to confidentiality
- Experience with databases - Salesforce or Member365 is an asset
- Self-motivated
- Able to work in a team environment
- Comfortable working from home

## Job Requirements

The successful candidate will be compensated \$15.50 per hour.

Gilda's Toronto is an equal-opportunity employer. Gilda's Toronto is committed to delivering and improving accessibility in employment for all persons with disabilities. Accommodation is available upon request, in the application and interview process and in the course of all other methods of selection of employees. Successful candidates for employment will be introduced to and trained in respect of all of our human rights, accommodation, and accessibility policies.

## Employment Type

- Full-time/Contract
- One month with the potential to extend
- Training provided
- Remote position

## How to apply

Please send your resume, cover letter via email with the subject line reading "Data Entry Specialist" in confidence to: [info@gildasclubtoronto.org](mailto:info@gildasclubtoronto.org)

Application deadline: September 15, 2023

Only those candidates selected for an interview will be contacted. We thank all applicants for their interest in working at Gilda's Toronto