



SARVAC'S Humanitarian Workforce (HWF) Program Job Description

Job Title:	HWF Data Management Specialist	Reports To:	HWF Technology Coordinator
Classification:	Employee (Part-time)	Remote Work:	Yes
Department/Group:	Humanitarian Workforce (HWF)	Location:	24 McNamara Drive, Paradise, NL

Job Summary:

The HWF Data Management Specialist reports to the HWF Technology Coordinator and is responsible for the development, configuration, and maintenance of data systems supporting SARVAC's HWF Program and Type 3 Wildfire Support Capability. Working from approved business cases and product requirements definitions, the position develops and enhances data solutions for wildfire personnel tracking, training records, equipment readiness, and deployment monitoring while leveraging existing HWF data systems wherever possible. The position ensures that all data management activities remain aligned with SARVAC's broader HWF data management strategy, technology architecture, and reporting requirements.

Responsibilities:

- Develop and configure data management solutions supporting wildfire personnel, equipment, training, and operational readiness.
- Leverage and enhance existing HWF data systems to support wildfire capability requirements.
- Maintain data structures, workflows, dashboards, and reporting tools supporting wildfire operations.
- Support system testing, validation, and continuous improvement.
- Support equipment inventory and readiness tracking.
- Develop deployment monitoring tools and operational status reporting.
- Support mobilization and demobilization of data requirements.
- Ensure wildfire data systems integrate with existing HWF technology platforms and data governance standards.
- Develop reports, dashboards, and performance metrics for operational and management use.
- Support data quality, security, version control, and records management.
- Work closely with the HWF Technology Coordinator, Wildfire Support Program Manager, Subject Matter Expert, and other Communities of Interest.
- Support user training and provide technical assistance related to wildfire data systems.
- This position may be required to assume a secondary duty of an Incident Command System function (Incident Command, Operations, Planning, Logistics, Finance & Administration) during SARVAC's response to HWF taskings.
- May be called upon to perform other related duties as assigned by management that are related to or within the skill set of the person(s) holding this position.



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Qualifications/Education Requirements:

- Experience developing or administering data management systems, databases, or operational information systems.
- Knowledge of emergency management or operational readiness systems is preferred.
- Experience with reporting tools, spreadsheets, databases, and cloud-based collaboration platforms.
- Post-secondary education in computer/information technology, data management, or a related field. A combination of education, training, and experience may be accepted.
- Minimum of 3 years of experience in the voluntary sector in emergency management or a related field.
- Strong communication, interpersonal skills, organizational, and project management skills
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality and handle sensitive information.
- Bilingual (English/French) is an asset.

Effort:

- Critical thinking, problem solving and decision making.
- Instruction, demonstration, and observation skills.
- Learn and remember new tasks and processes.

Working Conditions:

- Work is normally carried out in a remote office setting (work from home) for 22.5 hours a week.
- Extended periods of sitting while using a computer or other devices are likely.
- Work is to take place during office hours (Monday - Friday).
- May be required to travel, handle increased workload and deal with fluctuating work schedule due to special events.
- On an exceptional basis, the employee may be called upon to deploy emergency incidents that can vary depending on the nature of the incident and the specific role of the responder. Common work conditions may include a high stress environment, irregular working hours, physical demands, exposure to trauma, teamwork and collaboration, safety precautions, and travel and mobility.

Salary:

Wage range: \$35-\$45 per hour (based on experience). Group and health benefits and up to 5% RRSP matching program offered.

How to apply:

To be considered an applicant, please submit your interest, **including a cover letter and resume**, to Paul French (jobs@sarvac.ca). Position open until filled. Incomplete applications may result in the applicant not moving forward in the screening process.