Job Advertisement: 211 PEI Database Curator

Type of Employment: Full-time, One-Year Contract (Maternity Leave Coverage)

Work Location: Halifax Regional Municipality, Lunenburg County, Pictou County, Colchester County, Central New Brunswick Region, or Prince Edward Island (Preference for applicants living in Prince Edward Island)

(Hybrid - consideration may be given to remote work arrangements depending on location.)

Application Deadline: November 23, 2026

United Way Maritimes — with teams located in and serving the regions of Central New Brunswick, Colchester & Cumberland Counties, Halifax, Lunenburg County, Pictou County, Prince Edward Island, and Saint John, Kings & Charlotte — is a for-impact organization that brings donors, volunteers, and partners together to create lasting social change. We believe everyone matters and deserves to belong, be safe, and live a life of their choosing. To help, United Way Maritimes alleviates and reduces local poverty by funding, partnering, convening, and advocating for solutions. United Way Maritimes is part of a federated movement of 50+ United Ways across the country.

The staff at United Way Maritimes takes pride in bringing together people who have a range of experience, talents, and backgrounds. We share a passion for each of the places we call home and bring many different skills and strengths to the work we do. Our community and social change priorities include poverty, social isolation, affordable housing, people experiencing marginalization and vulnerability, and recovery and resilience to environmental, mass casualty and public health emergencies. We provide a supportive and flexible work environment filled with opportunity, balance, and laughter.

Reporting to the Manager, 211 PEI, the 211 PEI Database Curator is responsible for maintaining the integrity, accuracy, and quality of the 211 PEI community resource database that supports both public-facing and navigator-assisted service delivery. This role is foundational to the success of 211 PEI and is ideal for an organized, detail-oriented professional who enjoys research, information management, data quality, and community engagement.

KEY RESPONSIBILITIES INCLUDE:

- Researching, evaluating, and vetting community organizations and social services for inclusion in the 211 PEI database
- Creating, updating, classifying, and maintaining database records in accordance with Inform USA standards
- Conducting ongoing quality assurance reviews to ensure information remains accurate, current, and reliable

- Communicating directly with community agencies and service providers to gather and verify program information
- Managing metadata, taxonomy classifications, indexing decisions, and data quality processes
- Producing customized reports, data exports, and responding to ad hoc information requests
- Testing and performing quality assurance on the 211 website and iCarol platform, troubleshooting issues and liaising with vendors as required
- Updating website content and supporting continuous improvement of information systems
- Building positive relationships with community organizations, partners, and stakeholders across the region
- Supporting organizational projects, outreach activities, and other resource-related initiatives

Our ideal candidate is a highly organized and detail-oriented information professional with experience in database management, data quality assurance, research, and information curation. They have exceptional written communication, editing, and proofreading abilities and can transform complex information into accurate, accessible, public-facing content. Analytical, curious, and collaborative, they thrive on ensuring information is accurate and current while balancing multiple priorities and deadlines. They are comfortable working independently, enjoy solving data quality issues, and excel at building productive relationships with community organizations and internal teams.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- Post-secondary certificate, diploma, or degree in library and information science, human services, information management, or a related field; or an equivalent combination of education and experience

Experience

- Minimum 1–2 years of experience in database curation, data entry, and/or database management
- Experience conducting quality assurance
- Experience working with directory databases, preferably with classification or taxonomy systems
- Experience with Business Intelligence (BI) tools or data analytics
- Website content management experience

ASSETS

- Knowledge of the non-profit and community services sector (particularly on PEI)

- Understanding of basic to intermediate IT skills to problem solve and troubleshoot database and website issues
- CRS-DC (Community Resource Specialist – Database Curator) AIRS certification
- French language proficiency (oral and written)

United Way Maritimes is committed to a comprehensive compensation package including salary, health and dental benefits, generous vacation time, additional time-off during the December holiday period, and professional development and training opportunities. The starting salary for this position $53,000 per year, with the total compensation considering experience and education.

Interested candidates are encouraged to reach out to our Administrative & HR Assistant, Aleks Wilson, for a conversation about the role, salary range, and total compensation package. To contact Aleks, please email: jobs@unitedwaymaritimes.ca or call 902-298-3702.

If this sounds like you, let us know by sharing your resume and cover letter outlining why you could be the right fit for United Way Maritimes and this role. Submit your application to jobs@unitedwaymaritimes.ca by November 23rd, at 11:59 pm (AST).

United Way Maritimes deeply values equity and is committed to ensuring our staff community reflects the diversity of the wider community. We welcome applications from African Nova Scotian people, people of African descent, Indigenous peoples, racialized people, women, people with disabilities, people of varied sexual and gender identities, and others with the skills and knowledge to productively engage with diverse communities. United Way Maritimes seeks to maintain its commitment to inclusion and equity and recognizes that increasing the diversity of our staff supports this objective.
During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation should discuss their needs in advance of the assessment.