



THE WESTERN DISTRICT OF
THE ALLIANCE CANADA

333 – 30 Springborough Blvd. SW Calgary, AB T3H 0N9, Phone: (403) 265-7900, Email: office@thewcd.ca Website: www.thewcd.ca

Job Title: Data Conversion Assistant

Location: Calgary, AB (Hybrid Option Available)

Job Type: Part-Time, 4 month term (20 hours per week)

About Us

The Western District of The Alliance Canada provides support to more than 110 churches throughout Alberta and one in the Northwest Territories. We are part of a network of six districts across Canada, with our National Office situated in Toronto, ON.

We are inspired and propelled by our National Vision Prayer:

O God, with all our hearts, we long for (more of) you. Come, transform us to be Christ-centred, Spirit-empowered, Mission-focused people multiplying Disciples Everywhere.

The mission of the Western District is *servicing Leaders who invite others into fullness of life.*

Values:

- WE WORK IN UNISON
- WE BELIEVE IN ONE ANOTHER
- WE DELIVER ON OUTCOMES TO ADVANCE OUR MISSION

Position Summary

We are seeking a detail-oriented **Data Conversion Assistant** to support our team in converting and managing digital files while ensuring adherence to standardized naming conventions. The ideal candidate will be responsible for processing, formatting, and organizing data to maintain accuracy, consistency, and efficiency across multiple platforms.

Key Responsibilities:

- Convert files between various formats while ensuring data integrity.
- Apply and enforce standardized naming conventions for files and digital assets.
- Organize, store, and retrieve converted data efficiently.
- Perform quality checks to verify accuracy and completeness of converted files.
- Collaborate with team members to resolve file formatting and compatibility issues.
- Maintain detailed records of conversion processes and file management tasks.
- Assist in automating file conversion and renaming processes, if applicable.
- Ensure compliance with data security and confidentiality policies.

Requirements:

- Strong attention to detail and ability to follow structured processes.
- Proficiency in file management and data entry.



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- Experience with file conversion tools and software is a plus.
- Basic knowledge of spreadsheets (Excel, Google Sheets) for organizing data.
- Ability to work independently and meet deadlines.
- Strong communication skills for coordinating with team members.
- Good organizational and time management skills.
- Canadian Citizen or Permanent Resident legally authorized to work in Canada

Application Process

Interested candidates should submit their resume and cover letter to careers@thewcd.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Join us in serving leaders and advancing the mission of The Western District of The Alliance Canada!