



United Nations Association in Canada

Association canadienne pour les Nations Unies

Development Assistant – Intern (Ottawa)

UNA – Canada’s mission is to educate and engage Canadians in the work of the UN and the critical international issues that affect us all. We believe that a strong and effective United Nations is essential if we are to secure a future based on equality, dignity and justice for all. UNA-Canada is dedicated to promoting constructive Canadian participation in the United Nations system and to *growing global citizens* in Canada who embrace the principles of the UN Charter.

Description

The position is a MINIMUM 20hours per week for a MINIMUM of 3 months. It is ideal for someone with database/finance experience who is looking to contribute to a civil society organisation. Please note that this is a volunteer position.

Reporting to the Development Officer, the Development Intern will:

- Support the development and strengthening of the organisation's central Contact Relationship Management (CRM) database.
- Produce correspondence, tax receipts and reports from the system
- Develop and implement a series of queries, exports and other data analysis strategies
- Use key fundraising tools including the on-line giving platform
- Assist with the production and delivery of a series of procedural manuals to facilitate future volunteers with key data entry tasks.

Essential:

- Experience with databases and spreadsheets
- Detail-oriented with excellent typing and computer skills
- Strong communication skills, both written and spoken
- Strong organizational skills
- Excellent numeracy and research skills.
- Works well independently and as part of a team
- Knowledge of Microsoft Office including Word and Excel

Asset:

- Fluent bilingual French/English, both written and spoken
- Experience using MailChimp
- An interest in international issues and in the work of the United Nations
- Experience in Raisers' Edge and or accounting software

Please submit your CV and Cover letter to James Lee (James.Lee@unac.org). We thank all applicants for their interest however only those selected for an interview will be contacted.