



United Nations Association in Canada
Association canadienne pour les Nations Unies

Volunteer Development Intern

Description

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.

Job description

The position is a MINIMUM 15 hours per week for a MINIMUM of 15 weeks. It is ideal for a someone with database/finance experience who is looking to contribute to a civil society organisation.

Reporting to the Development Officer, the Development Intern will support the development and strengthening of the organisation's central Contact Relationship Management (CRM) database.

In addition to capturing biographical and gift data, s/he will produce correspondence, tax receipts and reports from the system. Improvements to the depth and quality of data will be identified through developing and implementing a series of queries, exports and other data analysis strategies.

In addition to the database, the Development Intern will also use other key fundraising tools including the on-line giving platform, CanadaHelps, as UNA-Canada improves the integration of our website with CanadaHelps.

The Development Intern will also assist with the production and delivery of a series of procedural manuals to facilitate future volunteers with key data entry tasks.

The successful candidate will be detail-oriented with accurate typing and computer skills and have strong organisational and numeracy skills. Strong communications skills - written and verbal - are also important both in development of the procedural manuals and in contact with donors and supporters.

Some experience with databases - especially Raiser's Edge - and/or accounting software is a required. S/he should also have an interest in international issues and the work of the UN.

The successful candidate will build a solid understanding of the Raiser's Edge database which is an industry standard in many charitable fundraising offices. S/he will also gain valuable exposure to on-line fundraising portals such as CanadaHelps and to fundraising in general.

Qualifications

Essential:

- Experience with databases and spreadsheets
- Detail-oriented with excellent typing and computer skills
- Strong communication skills, both written and spoken
- Strong organizational 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

Please submit your CV and Cover letter to Sara Jarvis (sara.jarvis@unac.org). We thank all applicants for your interest, however only those selected for an interview will be contacted.

