



United Nations Association in Canada

Association canadienne pour les Nations Unies

Data Entry Clerk – volunteer position

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

Reporting to the Development & Finance Clerk, the Data Entry Clerk will receive, review and enter data into UNA – Canada’s databases in support of donor campaigns, fundraising events and communications initiatives. The position requires 15 – 20 hours per week with a minimum commitment of 3 months preferred. It would be ideal for someone seeking practical fundraising experience in a social setting. This is an unpaid position at this time.

Key Responsibilities

1. Fundraising

- Administering the “Ambassador’s Circle” monthly giving programme by tracking and processing monthly changes.
- Assisting with research to identify and approach potential sponsors and donors, including capture of information in the appropriate database.

2. Communications

- Maintain the Email distribution list for the monthly newsletter and manage information and articles for each issue.
- Prepare prompt, personal and professional correspondence and receipts to donors, event participants and sponsors.

3. Administration and Support

- Process contact and gift donation data into Raiser’s Edge.
- Prepare regular reports and data exports, including tax receipts, gift acknowledgements, membership lists, etc.
- Other clerical duties as required

Qualifications

Essential

- Detail-oriented with excellent typing and computer skills
- Strong organizational skills
- Works will independently and as part of a team
- Knowledge of Microsoft Office including Word and Excel

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Desirable

- Experience with databases – particularly Raiser’s Edge and/or Access – an asset
- Experience in MailChimp
- Bilingual English/French
- An interest in International issues and the work of the United Nations

Please submit your letter of interest and resume to james.lee@unac.org

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