Aga Khan Foundation Canada

Data Processing Assistant

Ottawa, ON

Aga Khan Foundation Canada (AKFC) is a non-denominational, not-for-profit, international development agency that promotes sustainable and equitable social development in low-income countries in Asia and Africa. AKFC is part of the Aga Khan Development Network (AKDN), an international agency working to improve living conditions and opportunities in the developing world, with mandates including health, education, architecture and culture, institutional strengthening, rural development, and the promotion of private sector enterprises.

The Position

The Data Processing Assistant will provide support to the Donor Services team in various tasks such as, data enrichment and integrity; data verification and reconciliation; data entry and processing, and working with the Raiser's Edge (RE) system.

This is a temporary contract position which requires excellent interpersonal skills, well developed attention to detail and organizational skills as well as dedication, focus, and responsible time management. The ideal candidate will be diligent and accurate throughout the process, and carry out his/her responsibilities with humility and sensitivity.

Key Responsibilities include:

•   Database quality assurance and cleanup
•   Data download of online donations
•   Reconciliation of data prior to processing
•   Accurate data entry and tracking of gifts using Raiser's Edge
•   Provide administrative support in filing, photo-copying, faxing, scanning, preparation of mailings, supply inventory, event support, courier packages and other usual office duties.
•   Undertake special projects under the direction of the department manager.

Qualifications and personal characteristics

•   University degree in a related field
•   Strong computer skills in Microsoft Word, Access, Excel, PowerPoint, Outlook
•   Experience using spreadsheets/databases
•   Ability to work both independently and in a team environment
•   Ability to multi-task and adhere to tight deadlines in a fast paced environment
•   Analytical and focused with excellent attention to detail and accuracy
•   Able to work with minimal supervision

Qualified applicants should send their resume and cover letter by e-mail to:
hr@akfc.ca Subject line: Data Processing Assistant

Deadline for submissions: August 13, 2017

Only shortlisted candidates will be contacted.
Please note that this position is only open to Canadian citizens or landed immigrants.