



Aga Khan Foundation Canada

Data Processing Assistants Ottawa, ON

Aga Khan Foundation Canada (AKFC) is a non-profit international development agency, working in Asia and Africa to find sustainable solutions to the complex problems causing global poverty. AKFC concentrates on a number of specific development challenges in health, education, rural development and civil society. In Canada, AKFC raises funds, builds partnerships with Canadian institutions, and promotes discussion and learning on international development issues. Established in 1980, AKFC is a registered Canadian charity and an agency of the worldwide Aga Khan Development Network (AKDN).

The Position

We are looking for 3 to 4 Data Processing Assistants whose assignment will range from 2 to 4 months between the months of April and August. The Data Processing Assistants will provide support to the Donor Relations team in various tasks such as data enrichment and integrity; verification of data; and data entry.

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

Key Responsibilities include:

- Perform accurate data entry and data downloads using Raiser's Edge
- Database quality assurance and cleanup
- Reconciliation of data prior to processing
- Maintain donor records in Raiser's Edge and other databases
- Reconcile gift records and reports
- 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, MS Access, Excel, PowerPoint and Outlook
- Experience using spreadsheets and 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: March 25, 2019

**Only shortlisted candidates will be contacted. Applications will be reviewed on an ongoing basis.
Please note that applicants must be eligible to work in Canada.**

AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.