



Aga Khan Foundation Canada

Data Processing Assistants

Ottawa, ON

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to global challenges. Working in Africa and Asia, the Foundation invests in high quality institutions and systems that anchor social, economic, and cultural progress over the long term. AKFC promotes inclusive development that enables women and men to unlock their own potential, sparking transformative change. Established in 1980, AKFC is an agency of the Aga Khan Development Network.

The Position

We are looking for 3 Data Processing Assistants whose assignments will range from 2 to 4 months between the months of May 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
- Respect for principles of gender equality, diversity and inclusion

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 20, 2020

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 is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees to review and abide by the AKFC Gender Equality Policy

AKFC recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates and the organization as a whole are kept safe from harm.

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.