

Data Entry Assistant

Reporting to the Marketing, Communications and Events Manager, the Data Entry Assistant works with the Resource Development Department to assist with the overflow of manual data entry following our flagship event, Parkinson SuperWalk.

This is an entry-level, short-term contract position with hours to be determined depending on the volume of data received following our event. The position will begin the week of September 11, with a training day likely to take place in the first week of September. We will offer some flexibility in hours, however, hours worked must fall between 8:30am and 4:30pm Monday to Friday. The contract will terminate following the completion of data entry, which is typically 3-5 weeks after the position starts.

Hours with this position are not guaranteed due to the nature of the tasks the successful applicant will be responsible for. As such, this contract is best suited to someone looking to pick-up some extra work hours or a new university graduate looking for experience in the non-profit sector.

Qualifications:

- Fluency in English (written and oral)
- Understanding of standardised address formatting
- Extremely detail oriented
- Quick learner
- Experience working with high volumes of data
- Previous experience with data entry and proficiency in Raiser's Edge would be an advantage
- Proficient in the use of the full Microsoft Office Suite
- Minimum typing speed of 50 WPM
- Ability to work independently with minimum direction
- Available for a minimum of 20 hours per week between September 11 and October 27
- Available for training the week of September 4 to 8

Interested applicants are asked to submit their resume and cover letter no later than Friday, September 1, 2017 at 12:00pm to:

Alicia Wrobel, Marketing, Communications & Events Manager
Parkinson Society British Columbia
awrobel@parkinson.bc.ca

No phone calls please.

You are not alone. We are here to help.