

Job Posting

#23.28 Data Entry Associate

94 Talcott

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on progressive and inclusive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

Position Overview:

The Data Entry Associate will support the Philanthropy Department. The service role focuses on timely processing of donations to Our Place Society. As an assistant to two colleagues (the Database Administrator and Data and Research Coordinator), this role requires attention to detail in data entry in the duties listed below. No solicitation of donations will be expected of this role. Great opportunity for anyone who loves numbers and making a meaningful contribution.

Duties and Responsibilities:

- Opening Mail – opening and sorting incoming mail for processing various types of gifts
- Data Entry – consisting of
 - Verifying of donor contact information
 - Updating Donor information such as: new contact information, Solicitation preferences, obituary information
 - Creating new Constituent records
 - Entering donor contributions into Batches
 - Miscellaneous data clean-up
- Donor Stewardship – consisting of
 - Creation of Thank you letters/Receipts
 - Verification of letter/receipt information
 - Printing of receipts and reviewing layout of documents for accuracy. Correcting layout issues and reprinting documents as necessary
 - Inserting tax receipts and “buckslips” into envelopes for mailing
 - Supporting the OPS team members and volunteer thank you callers by stewarding valued donors to thank them for their donation and updating their contact details and communication preferences if required.

- Filing batches and financial records.
- Answering the phone – Receiving credit card donations over the phone and relaying inquiries to others in the department.
- Positive phone manner, clear voice and donor-centric attitude of service and gratitude for voluntary gifts made to Our Place
- Experience in finance or accounting is an asset

Skills and Abilities:

- A high level of attention to detail is required.
- Data entry and keyboarding skills at a minimum of 40 wpm.
- Ability to work with Microsoft products at an intermediate level.
- Ability to work independently and as part of team.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to work with Excel and a CRM; knowledge of Salesforce or Raiser's Edge.

Qualifications:

Education and Knowledge:

- Minimum of Grade 12 diploma

Training and Experience:

- Minimum of one year (1) of experience working with a database program.

OR and equivalent of education, training, and experience.

Working Conditions

Shifts: Casual, no guaranteed hours

Compensation: \$20 to \$24 per hour

Benefits: Access to our EAP (Employee Assistance Program).

This position requires union membership. Currently under review for union classification.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 4:30 p.m. Tuesday, February 28, 2023 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #23.28 – Data Entry Associate – 94 Talcott" in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.