



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Gift Processing Co-ordinator (2 positions, based in Toronto)

(FT contract, 10 weeks starting October 21, 2014)

Reporting to the Manager, Donor Engagement & Administration, the Gift Processing Co-ordinator is responsible for maintaining data quality and integrity within our Database Management systems. This role is a member of the Donor Engagement & Administration team, which functions as the first opportunity to make a positive impact on supporters who call UNICEF Canada.

Responsibilities will include accurately inputting donations into the database in a timely manner as required; providing assistance to seasonal campaigns such as Corporate Cards, Survival Gifts and National UNICEF Day (NUD); ensuring optimal data quality by monitoring order fulfillment; assisting with simple queries/exports as required.

The ideal candidate:

- Is a Secondary School Graduate
- Has a minimum of 2 years experience working with databases
- Has a positive attitude under pressure
- Is a strong team player with excellent interpersonal skills
- Has meticulous attention to detail
- Has the ability to problem-solve
- Has experience working with MS Office (in particular, Excel and Access)
- Has experience using Raiser's Edge and Convio (preferred)

For consideration, please submit your resume and cover letter, with salary expectations, to careers@unicef.ca by **Friday, July 18th, 2014**. Please attach your cover letter and resume as one document, and reference the title of the position clearly in the subject heading.