



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:

Data Entry Co-ordinator

(11-week contract starting October 29, 2018)

Reporting to the Senior Gift Administration Co-ordinator, the Data Entry 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 1 year of experience working with databases
- Has experience using Raiser's Edge & Drupal
- Has experience working with MS Office (in particular, Excel and Access)
- 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



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.





For consideration, please submit your resume and cover letter to careers@unicef.ca by **August 27, 2018**. Please attach your cover letter (including salary expectations) and resume as one document and reference “**Data Entry Co-ordinator**” clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including a vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



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