



Data Entry and Program Assistant

Overview

We are seeking a Data Entry and Office Assistant to join our team. Your attention to detail and organizational skills are essential in this role as you will help us support the largest volunteer network in Calgary, with more than 20,000 volunteers.

Your primary responsibilities will be to ensure the accuracy and integrity of our data records. This will involve inputting and verifying data for errors and inconsistencies, making necessary corrections, and ensuring that all information is up to date.

You will also work closely with other team members, helping as needed. You may be called upon to collaborate on special projects and tasks that increase our engagement, helping us lead a thriving network of non-profit organizations.

This role is perfect for a self-starter who thrives in a fast-paced environment and is eager to make a meaningful impact.

Duties:

- Cleanse, data enter, review, and enrich data across and between multiple systems (CRM, newsletter mailing platform, content delivery systems, asset manager, etc.).
- Investigate missing or incorrect information, deduplicate and archive to maintain data accuracy and integrity.
- Manage equipment rentals, updating systems accordingly.
- Process member and volunteer certificates for various programs.
- Prepare and create monthly reports by combining information from multiple systems and then sending to appropriate internal or external audiences.
- Book facilities and organize food for various events.
- Support campaigns, including merging data, printing, building packages, and mailing content.
- Identify and suggest areas for improvement to increase efficiencies.
- Maintain and update documentation on position-specific processes.
- Relieve Admin Assistant when absent.
- Other duties as required.

Skills and Experience Required

- Exceptional data entry experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Expertise with EXCEL would be an asset.
- Experience with PowerBI would be an asset.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.

QUALIFICATIONS:

- High school diploma or equivalent; additional education or relevant certifications are a plus.

HOURS OF WORK:

8:30 a.m. to 5:00 p.m. Monday to Thursday – 9:00 a.m. to noon Fridays. 35 hours per week. Some evening and weekend work.

SALARY:

Salary range: \$38,000 – \$43,000 per year depending on qualifications and experience. The Federation offers a competitive compensation and benefits package.

HOW TO APPLY:

Send a resume and cover letter to:

Leslie Evans, Executive Director
Federation of Calgary Communities
110 720 28th Avenue NE
Calgary, AB T2E 6R3
Leslie.evans@calgarycommunities.com

DEADLINE: Open until a suitable candidate is found.

The Federation is an equal opportunity employer, where personnel are recruited and employed without discrimination based on race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, sexual orientation, marital status, source of income, or family status.