



Data Entry Clerk and Program Assistant

Join Our Team!

Are you passionate about supporting community initiatives and ensuring accurate data management? We are seeking a proactive and detail-oriented Database Entry Clerk & Program Assistant to join our dedicated team. In this role, you will play a crucial part in maintaining our CRM with precision while also assisting in communications and program coordination efforts. If you thrive in a dynamic environment, enjoy working with data, and have a flair for effective communication, we invite you to apply. Join us in making a meaningful impact and be part of a team committed to positive change and community engagement!

Responsibilities:

1. **CRM Management:** Maintain and update data, ensuring accuracy and integrity of data related to members, program participants, donors, and interested parties.
2. **Data Entry:** Enter and organize data from various sources into the database system promptly and accurately.
3. **Communication Support:** Assist in drafting and editing communications materials, including newsletters, social media posts, and press releases.
4. **Program Assistance:** Provide administrative support to program managers, including scheduling meetings, preparing materials, and coordinating logistics for events and workshops.
5. **Customer Service:** Respond to inquiries from program participants, donors, and interested parties in a professional and timely manner.
6. **Reporting:** Generate reports and compile data summaries as needed to support program evaluation and decision-making.
7. **Collaboration:** Work collaboratively with team members to ensure smooth implementation of programs and effective communication internally and externally.

Qualifications:

- High school diploma or equivalent; associate's degree preferred.
- Proven experience in data entry and database management, preferably in a nonprofit or similar environment. (Type 60 wpm with 98% accuracy)
- Strong proficiency in MS Office Suite (Word, Excel, Outlook) and experience with database software
- Excellent written and verbal communication skills, with the ability to draft clear and compelling content.
- Detail-oriented with strong organizational skills and the ability to prioritize tasks effectively.
- Ability to work both independently and collaboratively in a fast-paced environment.

Preferred Qualifications:

- Experience in communications, marketing, or public relations.
- Familiarity with social media platforms and content management systems.
- Knowledge of basic graphic design principles and/or website maintenance.
- Passion for community engagement and nonprofit work.

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: \$41,000 - \$44,000 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.