

Campaign Support – Data Entry and Cashier

Contract, Mid-September to Mid-January

At United Way of Calgary and Area, we believe that united, we make the biggest difference. We're strongest when we come together to improve local lives and communities—and when we come together as a team, we passionately propel our mission forward. We're currently looking for a Campaign Support – Data Entry and Cashier to join our dynamic Donor Services team.

Reporting to the Donor Services Lead, the Campaign Support - Data Entry/Cashier role is to sort, deposit and data enter donations, and to support the Donor Services team during the campaign session. You will provide excellent customer service to internal stakeholders and external donors by responding to inquiries in an efficient and professional manner.

If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you!

What you will do

- Sort and prepare donations for data entry.
- Cashier donations (deposit cheques, charge credit cards, etc).
- Complete data entry of donations into United Way's database (Salesforce).
- Communicate with donors as needed via email and phone.
- Assist Donor Services team as needed (mail outs, date clean-up, etc).

What you will bring

- Experience in data entry.
- Excellent customer service skills.
- Intermediate skills in MS Excel and Outlook.
- Clear and professional verbal and written communication skills.
- Ability to work in a fast-paced environment while maintaining a high degree of accuracy.
- Full availability from mid-September to mid-January, including during the holiday season is required.

Rate of pay and working conditions:

- \$24.00 per hour, based on a 37.5 hour work week. The work hours for this position may vary based on workload.
- This role is hybrid. You will be working remotely and in the office.

United, we make the biggest difference

United Way is a not-for-profit organization that has played a vital role in our community for over 80 years. As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create lasting social change.

In addition to meaningful work where you can have an impact, United Way also offers a comprehensive compensation and benefits package, a hybrid work environment, and flexible working hours.

Our Commitment to an Inclusive Culture

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with



diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

Our Commitment to Health and Safety

At United Way we are committed to protecting our team, our clients, and the community we serve by providing a safe and healthy workplace. We will follow all health and safety guidelines in accordance with the Occupational Health and Safety Act of Alberta and Alberta Health Services guidelines.

To Apply

Send **cover letter with salary expectations, and resume (PDF)** by 4 pm August 16, 2024, to hr@calgaryunitedway.org

Subject Line: Campaign Support – Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at www.calgaryunitedway.org.

We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.