



## **DATA ENTRY ASSISTANT JOB DESCRIPTION**

### **Full-Time, Contract (8 Weeks)**

The Scleroderma Society of Ontario works closely with patients, caregivers, medical professionals, and volunteers to raise funds for research, to raise awareness, to provide education and to advocate for patient rights. The Scleroderma Society of Ontario has the largest network of supporters, donors, volunteers, and stakeholders. Collaboratively, we strive to strengthen these relationships within our Scleroderma community. The Data Entry Assistant plays an integral role in these efforts, ensuring that we have clean and robust data in our network database.

The Data Entry Assistant supports many of the organization's fundraising events and data initiatives related to donations, donor stewardship and data management.

#### **ESSENTIAL DUTIES INCLUDE:**

- Day to day administrative support services
- Data entry of donations, tracking and reporting
- Ensuring appropriate turnaround time on all data entry
- Reviewing and entering data information into the appropriate databases
- Proactively verifying data through source documents
- Monitoring and updating existing data when required
- Retrieving data for team members upon request
- Performing data searches and data clean up
- Complying with security backups and regular checkups to ensure the safety of the data being stored
- Produce regular reports as required.
- Support to our fundraising events team through our June Awareness Campaign
- Other administrative duties as required

#### **REQUIRED SKILLS:**

- Keyboarding skills and familiarity with MS Office programs
- Experience with web-based database software; Donor Perfect experience considered an asset, but not mandatory
- Strong attention to detail and data entry accuracy
- Strong interpersonal communication skills
- Proven problem-solving/multitasking skills



#### CAREER RELATED FIELDS OF STUDY

**Non-Profit Administration:** Exposure to multidisciplinary skills required to effectively manage a non-profit organization including fundraising, project management, budgeting, and advocacy.

**Digital Skills:** Digital technology refers to the skills needed to understand and use digital systems, tools, and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create, and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones, and other digital devices.

#### LOCATION & HOURS

This is a full-time (35 hours per week), contract position (8 weeks). This employment opportunity will be a hybrid position – part work-from-home and part in office, located at 41 King William St. Suite 203, Hamilton, ON.

Typical Hours - Monday to Friday – 9:00am – 5:00pm

\*During June Awareness month when Scleroderma Canada and Scleroderma Ontario organize fundraising walks, the candidate will be expected to be available to work flexible hours, including some weekends, to support our *Make a Move for Scleroderma* events.

\*\**This position is supported by the Canada Summer Jobs program, to create quality summer work experiences for young people aged 15 to 30 years. Pay rate is \$15.00/hour.*

\*\*All interested applicants should e-mail their resume and cover letter to [info@scleroderma.ca](mailto:info@scleroderma.ca)