



**Development Data Assistant – Full Time
Competition #2012- 03**

Hope Mission is a non-profit Christian social care agency serving economically - disadvantaged individuals since 1929.

VISION STATEMENT:

Hope Mission has a vision that men, women, youth and children who come to our doors would come to know Jesus Christ as their personal Lord and Saviour. This vision can be fulfilled only if staff is diligent in serving, strengthening and uplifting people in the name of Jesus Christ.

OVERVIEW:

To aid in the daily operations of the development office of Hope Mission - data entry, donor relations and database management.

JOB DESCRIPTION:

- Data entry - minimum daily quota required
- Provide superior customer service to donors
- Work independently in an office setting
- Answer phone calls and donor inquiries
- Miscellaneous duties as required by managers

QUALIFICATIONS:

- Completion of high school, post-secondary schooling preferred
- Customer service and phone experience
- Typing speed of 60-70 words/min
- Proficiency with Raiser's Edge an asset
- Experience with Microsoft Office
- Able to provide Criminal Record Check & Vulnerable Sector Search
- Being a Christian Organization our staff need to agree to and sign the Hope Mission Statement of Faith

PAY: \$2100 for 3 months of probation after which it increases to \$2400 with Manulife Health and Dental benefits

HOURS: 8:30am - 4:30pm

START DATE: when suitable candidate is found

Please send in your resume with a covering letter explaining your interest in working in a Christian Ministry to

Human Resources, Hope Mission

Email: hr@hopemission.com

Fax: 780.453.1455

Mail: PO Box 953, Edmonton, AB T5J 2L8