



United Way of Greater Simcoe County

Data Services Office Volunteer

Organization: United Way of Greater Simcoe County

Position Type: Fundraising

Regio: Barrie, Ontario

Location: 136 Bayfield Street, Suite 100

Role:

The Data Services Office Volunteer will hold an integral role in donor recognition and appreciation procedures. This role will assist the organization in ensuring efficient and timely issuing of tax receipts and donor recognition in addition to providing general administrative support.

Time Commitment:

This position requires a minimum commitment of one year and working a minimum of 2 –3 morning or afternoons per week.

Responsibilities:

- Verify donor information to ensure it is accurate and complete
- Update donor information into database as required
- Operate general office equipment including postage meter and photocopier
- Answer incoming calls and handle public inquires
- General administrative support for the Campaign Team
- Provide superior customer service
- Work with team members to maximize efficiencies and provide required levels of support

Requirements

- Detail oriented
- Good working knowledge of Microsoft Office Excel, databases and the Internet
- Ability to work in a team environment or can also work independently
- Possess a positive attitude
- Strong and accurate data entry skills
- Must be bondable

