

## **Short-Term Contract Opportunity (October 18 to December 24, 2021)**

### **Data Entry Clerk/World of Gifts Telephone Assistant**

The Primate's World Relief and Development Fund (PWRDF) is the Anglican Church of Canada's agency for sustainable development and relief. Through the support of Anglican parishes across Canada, PWRDF makes financial and human resources available to partners around the world working to improve health, food security and livelihoods for vulnerable people.

We are seeking a detail-oriented individual to join our team on a contract basis from October 15 until December 24, 2021. This position requires a commitment of 5 days per week, and reports to the Head of Donor Relations and Fundraising. Some work will be completed from the PWRDF offices at 80 Hayden St., Toronto, and some work may be completed from home. It is expected that the candidate will provide a computer and printer to perform work tasks, and will have reliable WiFi access. A PWRDF mobile telephone will be provided to be used to communicate with donors and take donations over the phone. The candidate will be trained to use DonorPerfect to ensure accurate records keeping.

#### **Tasks**

- Taking orders for World of Gifts (WoG) items via telephone and email
- Entering WoG donations into the Donor Perfect system on a daily basis
- Reporting on these donations and any issues related to WoG donors
- Mailing WOG gift cards as requested in a timely manner (will require physically going to a Canada Post mailbox or location)
- Handling other donor calls when required
- Entering mailed donations into the Donor Perfect system
- Responding to donor questions and escalating any concerns as appropriate
- Printing, collating, and mailing receipts and donor acknowledgments in a timely manner
- Assisting with fulfilling Christmas card and cookbook orders
- Assisting with data clean up in Donor Perfect system following established standards
- Communication with the team regarding concerns or errors encountered
- Thanking donors by phone and by email
- Other tasks as required

#### **Qualifications**

- Good command of spoken and written English
- Strong interpersonal and communication skills
- Ability to prioritize tasks
- Strong team player
- Special attention to detail
- Ability to concentrate for lengthy periods and perform accurately with adequate speed.



THE ANGLICAN CHURCH OF CANADA  
80 Hayden Street, 3rd floor  
Toronto, Ontario, Canada M4Y 3G2  
Tel: 416-924-9192  
Toll Free: 1-866-308-7973  
Email: [pwrdf@pwrdf.org](mailto:pwrdf@pwrdf.org)  
Website: [www.pwrdf.org](http://www.pwrdf.org)

- Fast typing speed (min. 55 words per minute) with high accuracy
- Experience in data entry, specifically with processing donations
- Strong computer skills including an intermediate understanding of Office 365 (Word, Excel, Outlook)
- Familiarity with Donor Perfect or other donor relations and fundraising software is an asset
- Must be highly motivated, detail oriented, organized and possess the ability to work independently with minimal supervision.

**Hours:** Monday – Friday from 9:00 am to 5:00 pm.

Start date: October 18, 2021

End date: December 24, 2021

**Pay:** \$18.30 per hour

**Apply:**

Interested applicants should submit a resume accompanied by a letter which details their experience and the reason for their interest in carrying out the responsibilities of this position. Applications should be submitted by **5 p.m. on October 15, 2021** to [pwrdf\\_careers@pwrdf.org](mailto:pwrdf_careers@pwrdf.org).

We thank all applicants for their interest, but only those selected for an interview will be contacted. PWRDF is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, PWRDF will provide reasonable accommodation for any applicant, as requested during the hiring process.

PWRDF seeks to fully integrate the principles of Employment Equity and will ensure the full participation and advancement of members of historically disadvantaged groups (i.e., members of visible minorities, persons with disabilities, women, and aboriginal peoples). PWRDF will achieve this by ensuring that its hiring process is fair and equitable for all persons.