



JOB POSTING
COMMUNITY RELATIONS AND RESOURCE DEVELOPMENT
Donor Relations Telecommunication Assistant
3-Month Contract Position (part-time to full-time hours)
Posted until filled
\$15.85 - \$16.98 per hour

KEY RESPONSIBILITIES:

1. Utilizing a provided script, telephone lapsed and inactive donors thanking them for past support and recording the lapsed/inactive donor response.
2. Utilizing a provided script, call first time donors and thank them.
3. Utilizing a provided script, call holiday donors and thank them.
4. Utilizing a provided script, call current donors and thank them.
5. Utilizing a provided script, invite frequent donors to be part of our monthly donor program.
6. Enter Action Reports into Excel or Raiser's Edge.
7. Assist with Departmental special projects as needed.
8. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.

QUALIFICATIONS:

1. Organized, with excellent communication skills, both written and oral.
2. Telecommunications experience an asset.
3. Confident in working in Microsoft Office (Excel, Word, and Outlook).
4. Familiarity with Raiser's Edge an asset.
5. Ability to enter data with accuracy and timeliness.
6. Excellent ability to work both alone and within a team setting.
7. Committed to uphold the organization's mission, values and standards.

Mission Services is an equal opportunity employer - In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.

How to Apply

Please submit a résumé with cover letter to:
Donor Relations Department
Mission Services of Hamilton
P.O. Box 368, Hamilton, ON L8L 7W2
or email to smaclean@mission-services.com
Applications will be accepted until position is filled