



JOB POSTING
COMMUNITY RELATIONS AND RESOURCE DEVELOPMENT
DONOR RELATIONS TELECOMMUNICATION ASSISTANT
3-MONTH CONTRACT POSITION (PART-TIME)
\$15.85 - \$17.00 PER HOUR

KEY RESPONSIBILITIES:

- Utilizing a provided script:
 - Telephone lapsed and inactive donors thanking them for past support and recording the lapsed/inactive donor response
 - Call first time donors and thank them
 - Call holiday donors and thank them
 - Call current donors and thank them
 - Invite frequent donors to be part of our monthly donor program
- Enter Action Reports into Excel or Raiser's Edge
- Assist with Departmental special projects as needed
- 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:

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

HOURS OF WORK:

- 15 - 22.5 hours per week
- Ability to work a flexible schedule if required

REQUIREMENTS:

- Police Vulnerable Sector Check
- Two-Step Tuberculosis Skin Test

To apply for this position, please send your cover letter and resume by September 12, 2019 to:

Director of Human Resources

Mission Services of Hamilton

Email: HR@mission-services.com

At Mission Services of Hamilton, we value diversity in our employees and are proud to be an Equal Opportunity Employer. We thank all applicants, however, only those candidates selected for an interview will be contacted. If you require an accommodation during the recruitment and selection process, please let us know. We will work with you to meet your needs.