



United Way
Kingston, Frontenac
Lennox and Addington

United Way Kingston Frontenac Lennox & Addington works closely with the community to ensure that people have the opportunity to reach their full potential and live with hope, dignity and a sense of belonging. This vision is realized by building on deep local community knowledge and relationships to empower people to make an impact. Led by volunteers, driven by a small professional hard-working staff team, the United Way provides inspiring opportunities for people to get involved and support issues they care about through volunteering, giving and being advocates for people who are in vulnerable situations.

The United Way KFL&A is seeking a **Full-Time Permanent** Data Entry Associate.

DATA ENTRY ASSOCIATE

The Data Entry Associate provides accurate data entry, and maintains data integrity on an on-going basis. This position provides general administrative and data-entry support, including a variety of functions that ensure donors are recognized for their impact in the community.

The Data Entry Associate facilitates the volunteer thanking process, maintaining accurate records and information sharing, keeping privacy guidelines in mind. This position requires report generation, data verification, and support to ePledge and online giving.

The Data Entry Associate assists with charts and data for campaign analysis, conducts research to develop profiles for key donors, and with the analysis of data records for better current and future planning.

United Way KFL&A is looking for

- A diploma or degree from a recognized post-secondary institution in database management, or equivalent education and experience
- A minimum of one year's experience in a busy non-profit or complex office setting
- A minimum of one year's experience using basic database principles and basic HTML coding
- Sound computer skills including: spreadsheets, word processing, email / internet, database and / or fundraising software
- Strong administrative skills, including filing, sorting, and organization of information
- Ability to understand, express and apply concepts and instructions of a general nature as well as somewhat technical / scientific / administrative concepts, methods and procedures
- Ability to use moderately complicated formulae, tables and graphs
- Strong written, verbal, interpersonal and communication skills
- Proven time management skills and ability to effectively organize work in an environment with competing work duties
- Well-developed analytical and reasoning skills
- Ability to work in a flexible office environment and pay attention to detail
- A committed team player who is also able to work in a self-directed manner

How to apply:

Please send resume and cover letter as ONE document in .pdf, .doc. or .docx format to: hrprojects@unitedwaykfla.ca. Please indicate '**Data Entry Associate**'. in the subject line

All applications are due by **9:00 AM on November 15, 2021** (or until filled).

Salary Range: \$34,261 to \$41,933 (Level 1)

Hours: 37.5 hours per week, Monday – Friday 8:30am – 4:30pm

This position reports in-person to our offices at 417 Bagot Street, Kingston ON

If you would like to learn more about this role and how you can be part of a professional, hard-working team that contributes to the local community, please visit <https://www.unitedwaykfla.ca/about-us/career-opportunities/>.

The United Way is committed to employment equity and diversity in the workplace and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society.

The United Way of Kingston, Frontenac, Lennox and Addington is a proud Living Wage Employer.

Should you require accommodation to participate in the selection process please contact Nikki Lance, Corporate Services Officer, hrprojects@unitedwaykfla.ca.