



COORDINATOR DATA ENTRY

The Canadian Baptists of Western Canada require a Coordinator Data Entry for a one year maternity leave in their Calgary office.

Duties include:

- supervision of all data entry
- providing queries and reports of data as requested
- regular communication with regional offices
- generation of charitable tax receipts
- management of the CBWC annual directory
- database administration for the Raiser's Edge database

The successful candidate must:

- be proficient in computer use (Windows) and be detailed oriented
- have a working understanding of the Canadian Baptists of Western Canada
- have a working knowledge of Raiser's Edge or be competent in learning this software
- have strong organizational and communications skills and be a team player
- be proactive and comfortable in seeking technical support
- be confident in researching and recommending solutions to inquiries

This is a part-time position starting September 1, 2009. Compensation by hourly rate.

Qualified applicants should send a letter of application, detailed resume and three reference contact telephone numbers to:

David Holten
Director of Administration and Finance
Canadian Baptists of Western Canada
#600, 1177 – 11th Avenue SW
Calgary, AB T2R 1K9

Telephone 1-800-820-2479 or 403-228-9559 (local 313)
Email: dholten@cbwc.ca