

## Database Administrator – Part Time (20 Hrs/Week)

### Easter Seals Alberta

#### **Inspiring Potential. Building Community. Enriching Lives.**

For almost 70 years, Easter Seals Alberta has supported individuals with disabilities. We strive to ensure this vulnerable population has the resources they need to live an independent and full life. Our mission is to provide services that foster inclusion, independence and recreation for individuals living with disabilities and medical conditions.

We have four main supports to make this possible:

- **Easter Seals Camp Horizon** provides subsidized five-day summer camps and respite weekends for Albertans with disabilities and medical conditions.
- Through the **Equipment and Support Services (ESS)** program, we provide critically needed mobility and home automation equipment to those who qualify both physically and financially.
- **Easter Seals McQueen Residence** is a self-governed, 24-hour personal care residence in Edmonton for people with disabilities looking to develop independent living skills.
- The **Phyllis Davidson Easter Seals Scholarship Program** which offers Alberta students with physical disabilities, scholarships for post-secondary education.

### Job Overview

The Database Administrator reports to the Director of Development and is responsible for ensuring the integrity and quality of the database, its information and support the fund development team as needed.

### Responsibilities and Duties

- Managing all donor information to ensure the integrity of the database.
- Entering all donations into the database.
- Generating tax receipts.
- Mailing out donor acknowledgement letters.
- Providing accurate monthly reports from the database, and
- General administrative duties as required.

### Qualifications

- Minimum two years' experience in data administration.
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor and a positive attitude.
- Must be extremely well organized, analytical, flexible and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines.
- Must be a self-starter, capable of working within a dynamic, multi-faceted team environment.
- Must ensure strict confidentiality is kept and sign a confidentiality agreement.
- Raisers Edge experience or similar software is an asset.
- Experience working in a non-profit setting is an asset.

Please submit applications to Jason Lyver, Director of Development by 5:00PM on January 31<sup>st</sup>, 2019 by emailing applications to [jason@easterseals.ab.ca](mailto:jason@easterseals.ab.ca).