

VANCOUVER ART GALLERY ASSOCIATION
2 CASUAL POSITIONS AVAILABLE
MEMBERSHIP DESK ASSISTANT (Office Support Clerk II)

DUTIES:

Reporting to the *Membership Desk Clerk*, the *Membership Desk Assistant* is stationed at the Membership Desk and is responsible for the integrity and maintenance of data related to Membership processing. The position provides administrative support to the Gallery's Membership Department. The *Membership Desk Assistant* performs data entry creating, updating and revising donor and Member records on the Raiser's Edge database in accordance with the policies and procedures for consistent data handling for development purposes; and produces membership benefit packages to be fulfilled at the time of purchase. The position is the first line of contact for members and donors, and must service these constituents confidently and knowledgeably.

QUALIFICATIONS:

High school graduation supplemented by post secondary business courses required. The ability to type a minimum of 60 words per minute. At least three years administrative experience in a non-profit fundraising environment with responsibilities for maintaining a fundraising database is required, along with knowledge of administrative procedures associated with fundraising practices. Proficiency in Raiser's Edge database (including the Gift and Membership components), and advanced knowledge of MS Word and Excel. Extensive experience with customer relations and sales techniques is mandatory. Attention to detail and a high level of accuracy are required. The ability to communicate effectively and maintain quality relationships with a variety of external and internal contacts, volunteers and co-workers is essential. Cash handling experience required as well as a demonstrated ability to exercise sound judgment and discretion in the handling of confidential matters is required. The ability to work evenings and weekends is required.

SALARY: Pay Grade 12 Step 2, \$19.14 per hour plus a % in lieu of all benefits.

HOURS: Schedule will vary according to operational needs with the majority of shifts on weekends; hours will range from 4 - 24 hours per week

Please submit your application to the Director of Human Resources by 5:00 pm on Friday, December 8, 2017, 750 Hornby Street, Vancouver, B.C. V6Z 2H7, Fax: (604) 682-1086 or email: hr@vanartgallery.bc.ca

We thank all applicants for their interest; however, only those short-listed will be contacted.