
SECTION 1 IDENTIFYING INFORMATION

Position Title:

Student Data Assistant

Supervisor's Title:

Database Officer

SECTION 2 POSITION SUMMARY

Under the general direction of the Database Officer, and working with the Development team, the Student Data Assistant will assist with data entry of donor and gift information in the Raiser's Edge and Luminate Online databases and assist as needed with Walk for Alzheimer's 2025 participant assistance for registration and troubleshooting.

SECTION 3 DUTIES AND RESPONSIBILITIES

Donor Data Entry

- Look up constituent ID's in the Luminate Online and Raiser's Edge databases.
 - Create csv files and use Excel to create donation imports.
 - Other projects in the Raiser's Edge database.
 - Process online donations.
 - Balance donation batches and identify potential inaccuracies.
 - Assist Walk participants over the phone and email to register for the walk and other Walk-related issues related to the database.
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SECTION 4 POSITION REQUIREMENTS

FORMAL EDUCATION

- Must be a current post-secondary student

WORKING LEVEL QUALIFICATIONS

- Close attention to detail and logical thinking skills are essential to be successful in this role.
- Able to take on and learn new tasks quickly and comfortable asking questions when needed.
- Experience working with database software would be an asset.

OTHER INFORMATION

- This is a post-secondary student role starting in April and ending in late August. Start and end dates have some flexibility.
- Ability to work from the downtown Winnipeg office Monday-Friday with typical hours between 8:30-4:30 with 27-35 hours per week.
- \$18 per hour + some benefits

Please apply directly with a cover letter and resume to Tiffany Harder, Database Officer, at tharder@alzheimer.mb.ca. Please include your availability.