

Position Description: Data and Administrative Manager

General Functions:

The Data and Administrative Manager will assist as needed with general office and administrative tasks, with a particular focus on our stored digital data.

Position Background:

There is a general need for data maintenance on some of our shared files.

Essential Functions:

- Assist with mailings and some logistical planning
- Sorting lists, both within and outside of the VAN database

Knowledge, Skills and Abilities:

- Strong background in Microsoft Excel, Google documents, and email servers is preferred, but not required
- Familiarity with the VAN database is preferred but not required

Time Commitment:

Exact time commitment is flexible, with the possibility of working certain hours remotely. For the purposes of training and file security, some work must take place in the office.

How to Apply:

Please forward resume to either:

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