



# **PACIFIC ASSOCIATION OF FIRST NATIONS WOMEN**

2017 Dundas Street

Vancouver, B.C. V5L 1J5

604-872-1849 Phone 604-879-1845 Fax

## **Data Entry – Part-time 2 Days per week**

### **Job Description**

We envision a matriarchal community where all Indigenous women in BC are safe and respected with a sense of belonging and connection to cultural traditions. To bring our vision into reality, we advocate for systems change and provide Indigenous, culturally safe learning and other holistic supports to strengthen family systems and uplift Indigenous women.

### **Position Outline:**

The PAFNW has an exciting opportunity for a dynamic person with strong familiarity with computers and software. Other requirements include troubleshooting of computer related issues, high rate of accurate typing, use of databases and ability to offer excellent customer service while working in a fast-paced team environment. Reporting to the Covid19 Coordinator and providing support to the Covid19 team you will be providing necessary supports for our data base and maintaining our list of clients and participants on our Covid-19 supports. This is a temporary part-time position funded to the end of March 2021.

### **Responsibilities:**

- Maintain records management system
- Customer Focus and communication
- Teamwork and Problem Solving
- Accountability and Dependability
- Ethics and Integrity

### **Job Duties**

- Data entry into database and excel worksheets
- Checking records for duplication
- Ordering Groceries for Clients online system
- Clerical tasks as assigned
- Perform basic management of electronic files (e.g. print, copy, and transfer)
- Access information from a computer and/or maintain a computer database
- Perform general office duties such as photocopying, faxing, and binding
- Adhere to policies, procedures and safety regulations.
- Report discrepancies to immediate supervisor.
- Follow current standards and procedures.
- Perform other duties as assigned.

**Requirements**

- Fast and accurate keyboarding skills (50+ WPM)
- Flexible working hours
- Ability to understand logical processes and be detail-oriented
- Familiar with databases (web-based databases would be an asset)
- I.T. aptitude would be an asset
- Knowledge of MS Office
- Advanced Excel and previous experience with Databases.
- Experience related to general administrative duties.
- Exceptional customer service skills
- Ability to adhere to confidentiality when working with sensitive information
- Related copy/mail/clerical experience preferred.
- Ability to work with strong attention to detail and timelines.

**Rate of Pay:** 20/hour

**To Apply:** Applicants must include a cover letter, 3 References and a Resume, to [PAFNWJobs@gmail.com](mailto:PAFNWJobs@gmail.com)

**Closing date:** January 10, 2021