

Data Input and Administrative Clerk, Books For Africa

Position Summary: The Data Input and Administrative Clerk is a new, part-time, non-benefitted, permanent position. The Data Input and Administrative Clerk is responsible for all administrative aspects of processing and acknowledging financial and book donations. This is a 10-20 hour per week position, with workload fluctuating as donations and special events peak. There is flexibility around establishing the work hours to be performed Monday- Friday between 9-5. The approximate wage is \$10 per hour. The position is at the Books For Africa headquarters in Lowertown St. Paul, MN, with a four person office staff. The office is near major bus lines, and has choices for pay parking lots. The building is not wheelchair accessible.

The Data Input and Administrative Clerk plays an important role by providing administrative support to the Development Team, and participating in fundraising activities, including direct mail appeals and special events. 2013 is Books For Africa's 25th Anniversary year; we therefore anticipate a year of exciting events and media, resulting in increased financial donations and letters to process.

To apply: Please email a cover letter and resume, totaling no more than 2 pages, to: bfa@booksforafrica. No phone calls, please. **Resumes accepted until 5 p.m. on March 11. Approximate start date of March 25.**

Principle Duties:

- Input all financial donations into the Pearl database.
- Export the gifts into word document. Edit thank you letters. Print thank you letters for signature.
- Export mailing addresses and print mailing labels. Stuff and mail letters.
- Input all book donations into the Pearl database. Export and mail thank you letters.
- Continually update and refine database records.
- Assemble informational packets for mail.
- Maintain office organization by updating calendars, keeping materials stocked and organized, etc.
- Answer incoming calls, responding to basic inquiries, and disseminating messages to key staff.
- Other duties as assigned by BFA staff.

Desired Qualifications:

- Two years college/ university or equivalent.
- One or more year's experience inputting information into a database, including searching a database, coding personal information, and entering payments.
- Experience composing professional letters, with demonstrated grammar and formatting skills.
- Fluent written and spoken English.
- Demonstrated knowledge of Microsoft Office, especially word and excel, including performing a mail merge with both documents.