



Available: Telethon Summer Support Position!

The Janeway Foundation is looking for a **post-secondary student** to help us this summer!

Your responsibilities would include:

- Preparing source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.
- Recording data in the database, Raiser's Edge; coding information; resolving processing problems.
- Protecting the Foundation's value by keeping information confidential.
- Accomplishing the Foundation's mission by completing related results as needed.

This position is 37.5 hours per week, for 8 weeks. **The start date is June 1st.**

Skills and Qualifications:

Data Entry Skills, Typing, Confidentiality, Attention to Detail, Thoroughness, Independence, Documentation Skills, Problem Solving, Analyzing Information, Dependability, Results Driven
Experience with Raisers' Edge would be considered an asset.

To apply, please send your cover letter and resume to the Foundation via email at janewayfoundation@easternhealth.ca by **Wednesday, May 18, 2016**. Only candidates selected for an interview will be contacted.