

Job Posting - Seasonal Research & Development Assistant

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of Afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 millions in aid and transformed countless lives in more than 40 countries.

As a summer student in Research and Development at HCI, you will provide support to the Donor Care Department in researching the technical side of the donor care's CRM system and how to create efficient ways to navigate through certain programs to aid creating better donor relationships. As well as assisting in developing projects for donors such as our Gift-in-Kind program. As time permits, other projects and tasks will be assigned including some administrative duties.

This role will help support the team in leading projects involving the following: donor care support, donor relationship development, and technical support projects.

Position Title: Research & Development Assistant

Reporting To: Donor Care Manager

Location: GTA

Terms: Full-time - 35 hrs per week

Deadline to Apply: Ongoing until the position is filled

Key Duties and Responsibilities

- Conduct research on navigating through technical applications that Donor care uses (i.e. BlackBaud and CRM);
- Collecting and analyzing data from the research;
- Data management projecting consisting of reviewing and relaying the information to the Donor Care manager about our CRM system;
- Working with donor care officers to assist in meeting daily project goals;
- Undertaking special projects (i.e. gift-in-kind) and performing other related duties as assigned;
- Other tasks as maybe assigned

Qualifications, Skills and Experience

- Currently enrolled in college or university and anticipate returning to school in September 2024;
- Excellent knowledge of MS Office;
- Team player with the ability to work independently with little direction or supervision;
- Good communication skills, both written & verbal are required;

- Possess a high attention to detail with a technical aptitude;
- Excellent prioritization and time-management skills;
- Ability to work for 8 weeks and remotely.

Our Offer

→ Salary is as per Ontario minimum wage.

Travel, evening and weekend work might be required.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading “Seasonal Research & Development Assistant”.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.