

Data Clerk - Covenant Foundation

Salary Range: \$21.97 – \$32.97 hourly

About Covenant Foundation

The Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind and nurturing the soul.

Our foundation partners with the community to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. With the generosity of donors, we help transform health care for priorities such as seniors' health, mental health, rural health, palliative care, women and children's health, and spiritual care. The funds we raise support specialized programs, equipment and training, and enhanced care spaces Covenant hospitals and continuing care sites across Alberta.

Position Details

This is a part-time position (0.6 FTE or 21 hours weekly) with a hybrid remote/in-office work environment.

Reporting to the Foundation's director of finance and operations, the data clerk will play a key role in operational finance functions and the entry of records into our donor database. Collaboration is a vital part of this role. As an enthusiastic team player, you will work alongside leaders and with the foundation's teams to ensure efficient and effective operations.

Primary Responsibilities

- Facilitating the acceptance of charitable donations and preparation of bank deposits
- Working with the Foundation's teams to accurately code activity including incoming revenue and expenses
- Entering charitable donations into the donor database in alignment with Foundation data policies and procedures
- Completing other duties as required

Qualifications

The right candidate will demonstrate:

- Three to five years' experience in a similar role, preferably within the non-profit sector
- Proficiency in Microsoft applications (MS Word, Excel, Outlook, PowerPoint)
- Proficiency in Raiser's Edge or expertise in a similar donation database system
- Skills in advanced online research and information retrieval.
- Self-motivated individual with excellent organizational skills, a keen eye for detail, and strong time management abilities
- A history of being a positive team player and understands the importance of this work

Why Covenant Foundation?

We believe in supporting our employees holistically by providing:

- Competitive pay
- Three weeks' vacation prorated for hours worked
- Comprehensive benefit package
- Pension plan
- Flex-spending account



Job Posting Data Clerk

How to Apply

Covenant Foundation uses [Ikimy's](#) innovative matching platform to find the right candidate for this position and to create better experiences for both applicants and our organization. We will only accept applications for this role through [Ikimy](#).

About Ikimy: Be Seen For Your True Value

- Showcase your transferable skills, not just your past job titles
- Highlight which work activities you actually enjoy doing, not just what you can do
- Get matched based on your genuine fit for the role, not just keyword matching
- Skip writing or reformatting your resume and move directly to meaningful conversations

How It Works

- Create your profile on [Ikimy](#)
- Tell us about your work location (hybrid, remote, in-office) preferences, schedule availability and work context preferences
- Get feedback on whether you are in the top 15 candidates for the position

While we thank all candidates who apply, we will only reach out to candidates who meet the hiring manager's requirements as matched in [Ikimy](#).