



## **Administrative Support Position - Volunteer**

Nature Canada is the oldest national nature conservation charity in Canada. Over the past 75 years, we've helped protect over 63 million acres of parks and wildlife areas in Canada and the countless species that depend on this habitat. Today, we represent a network of over 45,000 members & supporters and more than 350 nature organizations in every province across Canada.

Nature Canada's mission is to protect and conserve nature in Canada by engaging Canadians and by advocating on behalf of nature.

### **Department**

Development

### **Position Title**

Administrative Support Position

### **Position Description**

Nature Canada is looking for a self-motivated and ambitious volunteer to assist with basic administrative work in the downtown Ottawa office. The applicant will be assisting with data entry and data logging into Microsoft Excel. As well, the applicant will work in Raiser's Edge software and assist in filing, printing and stuffing of tax receipts.

### **Required Qualifications**

The successful candidate would have experience in working with Microsoft Office Tools, in particular Excel, or some previous experience in data entry. Training will be provided for Raiser's Edge if there is no previous experience. Experience working in an office setting is considered an asset.

### **To Apply**

Interested individuals should send a résumé and a cover letter describing their interest in the position, how their past experience will be an asset, and how this position will help them toward reaching their professional goals to:

### **Samantha Nurse**

Social Media and Website Coordinator

[snurse@naturecanada.ca](mailto:snurse@naturecanada.ca)

613-562-3447 ext. 233