



Volunteer Database Assistant

AMSSA is looking for up to 2 volunteers to support AMSSA's Safe Harbour: Respect for All program and the Settlement Net database through data entry, maintaining contact lists and any required website maintenance.

The ideal volunteer will have previous administrative experience and be a team player. We are specifically looking for people with strong attention to detail with fast and accurate typing.

About AMSSA:

AMSSA is a unique province-wide association that strengthens over 70 member agencies as well as hundreds of community stakeholder agencies who serve immigrants and build culturally inclusive communities, with the knowledge, resources and support they need to fulfill their mandates.

Safe Harbour: *Respect for All* is a long-standing, award-winning AMSSA program that provides diversity training and membership to businesses, institutions and organizations. Interactive Safe Harbour workshops are delivered to managers and staff of businesses and agencies all over B.C. to raise awareness of diversity, to explore the impacts of bias, stereotyping, exclusion, and discrimination and to provide practical ways to address discrimination on the spot.

Position: Volunteer Database Assistant

Specific Duties include:

- Data entry;
- Database maintenance;
- Updating contact lists; could include some phone calling to verify information; and
- Website maintenance, if required.

Days/Hours:

- Shifts and days are flexible;
- Preferably 4 hour shifts, 2-3 days a week (depending on work available).

Length of Commitment:

Hours and days of volunteer work are flexible, but must be completed during regular working hours; Monday – Friday, 9:00am – 5:00pm.

Benefits:

- Gain office, web and database management experience;
- Learn about the not-for-profit, settlement, and diversity and inclusion sector; and
- Receive a reference letter in appreciation of your support of AMSSA.

Affiliation of Multicultural Societies and Service Agencies of British Columbia

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Skills:

- Ability to work in a team and independently;
- Strong attention to detail;
- Fast and accurate typing (at least 60 WPM);
- Reliable and organized;
- Experience using Microsoft Office, specifically MS Word and MS Excel;
- Working knowledge of HTML, WordPress (or other CMS), and online databases an asset.

Please send a resume and cover letter, outlining your skill sets and why you are interested in volunteering for AMSSA, attention to Melissa Jay, Communications and Office Coordinator:

Melissa Jay, Communications and Office Coordinator
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Vancouver, BC V5N 4C8
E-mail: communications@amssa.org
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