



Summer Volunteer – Data Analytics

Location: 55 Gordon St., Whitby, ON
Start Date: May 2019
End Date: August 2019

We Need You!

Working as a team, our common goal is to improve quality of life, social and economic inclusion, and health and wellbeing for Canadians of ALL abilities. Together we are shaping the future, constantly looking for ways to improve how we operate, communicate and innovate. Abilities Centre is a place where you can learn, develop, be your true self, and have fun, all while realizing your fullest potential.

The Position:

We are looking for **1 volunteer** to help support the Marketing/Communications department with our new company website. The volunteer will assist with general analytics regarding content data, including but not limited to: basic data entry, de-duplication, data sorting, data manipulation, data cleansing, and User Acceptance Testing (UAT).

Additionally, volunteer will assist with:

- Cultivating a member-centred environment through exceptional customer service
- Establishing rapport and maintaining effective relationships with members, staff, other volunteers, and community partners
- Fostering an environment that values and encourages teamwork and empowerment
- Other duties as requested

Qualifications:

- University or college program in Marketing, Communications, Business Commerce, or related
- Knowledge of accessibility and accommodation issues an asset
- Proficient in Microsoft Office Suite, particularly Excel
- Excellent communication skills
- Strong interpersonal skills

Deadline to apply: May 6, 2019

To Apply: Please email your resume and cover letter to volunteers@abilitiescentre.org; include volunteer position title in subject line.

Abilities Centre is an equal opportunity employer committed to diversity and inclusion; we welcome and encourage applications from all qualified candidates. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all who apply, however only those selected for an interview will be contacted. www.abilitiescentre.org/volunteer