



Position: Data & Reporting Analyst
Supervised by: Director of Operations and Finance
Summer Temporary (Flexible Start Date)
Full Time: 37.5 hours per week

Who We Are:

The Calgary Pregnancy Care Centre is a non-profit agency offering assistance for anyone facing an unplanned pregnancy or experiencing post-abortion stress. We have been caring for women, men, youth, and families since 1985. We are committed to providing high quality support and programs powered by a passionate and dedicated team. For information about our organization please refer to our website at <http://www.pregcare.com>

Data & Reporting Analyst:

Position Summary: The incumbent will be involved in two main functions associated with three recently implemented programs, Donor Perfect, Constant Contact and WebLink. The first function will be to obtain a working knowledge of the programs through data entry and data cleansing. A useful database is only as good as the quality of the data therefore a component of the position will be data entry and data cleaning. The second function will be developing the full functionality of the integrated systems. The position will be expected to create standardized reports, internal controls and procedure documentation. As the individual learns how to maximize the effectiveness of Donor Perfect, Constant Contact and Weblink, they will pass on their understanding to staff.

Primary Responsibilities

Data Entry & Management

- Assist with tax receipting/other support
- Recording manual communications in contacts database
- Duplicate constituent removal & duplicate address removal
- Combining spouses into a single record
- Other

Design & Development

- Design reporting filters
- Create Reporting
- Identify controls and weaknesses
- Document Processes
- Setup the New Donor automated communications
- Implement the automated Journal Entry
- Implement the Mobile Application
- Design and implement online registration and purchase form for TakeCharge@Home program



- Dashboard modifications
- Smart Actions – Automated reporting or action requests
 - First time donor
 - Lifetime or yearly donations over a certain value
 - Etc.

Qualifications and Skills

- High school diploma, enrolled in post secondary education with an interest in information systems or related fields
- Works well independently and cooperatively in a team setting
- Attention to detail
- Good communication, both verbal and written

Additional Information

- The Data and Reporting Analyst works with sensitive information and must exercise good judgment and maintain confidentiality
- Must adhere to CPCC's values, statement of faith
- An enhanced security clearance must be completed as a condition of employment

What We Have to Offer:

- Free Downtown Parking
- Fun, dynamic team culture
- An opportunity to continually grow and learn
- Be part of an organization that makes a difference in the lives of others

How to Apply:

Forward resume and cover letter with **Data & Reporting Analyst** in the subject of the email to info@pregcare.com. Position open until suitable candidate is found.

We thank all applicants for their interest. Only those selected for interviews will be contacted.