**POSITION DESCRIPTION**

**Organization: Women’s Inter-Church Council of Canada**

**Position Title: World Day of Prayer Data Entry & Shipping Clerk**

**Position Type: 5-month contract for up to 25 hours/week (mid-Nov to mid-April)**

Scheduled as needed Mon-Fri during normal office hours (9am-5pm).

**Salary:                        $16/hour**

**Office Location:               47 Queen’s Park Cres E, Toronto, ON (TST Building on U of T campus)**

**Reports to: Executive Director**

***GENERAL ACCOUNTABILITY***

The WDP Data Entry & Shipping Clerk is accountable to the Executive Director for shipping World Day of Prayer (WDP) resources and processing remittances for the Women’s Inter-Church Council of Canada (WICC).

***NATURE AND SCOPE***

The Women’s Inter-Church Council of Canada is a national Christian women’s council empowering Christians to pursue justice, peace and reconciliation by standing together in prayer and action.

The role of the WDP Data Entry & Shipping Clerk is twofold. November to February is the time when all World Day of Prayer material orders are received and shipped to coordinators across Canada. The Clerk ensures the accuracy and delivery of all WDP orders, as well as filing all backup materials in an accessible manner. From March to mid-April each year, there are thousands of offerings from the World Day of Prayer to be recorded.

This position requires organization and attention to detail, strength and endurance. Orders must be packed, weighed, postage-affixed, and organized for daily pickups from Canada Post. The Clerk also keeps inventory of mailing supplies & WDP resources, maintains their work area in organized manner, and works with WICC’s Administrator on problem orders and resource inventory.

The Data Entry & Shipping Clerk reports to the Executive Director, and takes direction from the

**World Day of Prayer Data Entry & Shipping Coordinator.**

***SPECIFIC ACCOUNTABILITIES***

1. Preparing WDP orders for shipping with daily pickups
2. Operating postage meter machine
3. Performing parcel calculations using internet (Jan-Feb)
4. Opening mail during receipt of WDP donations (Mar-Apr)
5. Answering phones as needed (especially in Feb for WDP orders)
6. Filing as needed
7. Ensuring accuracy of donations as they are received

***POSITION REQUIREMENTS***

* 2–3 years of experience in shipping and receiving and/or customer service
* Demonstrated skill with computer programs (Excel, Word, Google mail)
* A self-starter, well organized, able to work under pressure of deadlines for shipments
* Capable of working with minimal supervision
* Able to work in a collegial fashion in a small office
* Confidentiality

**Please email your cover letter and resume to** **wicc@wicc.org** **by October 24, 2018.**

**Only those selected for an interview will be contacted. No phone calls, please. We thank all applicants in advance.**