

## Income Processing Clerk, National Service Centre (Langley, BC)

### About Young Life:

---

Since 1954, Young Life staff and volunteers have cared enough to leave the comfort of their adult worlds and enter the arena of high school and junior high school life, building friendships with kids - no strings attached. We meet teenagers on their turf and in their culture, building bridges of authentic friendship to communicate God's love and the Christian message in terms teens can understand. To learn more about Young Life – visit [younglife.ca](http://younglife.ca).

Active in communities across the country, and with a desire for growth, Young Life of Canada employs more than 120 staff and works with over 500 volunteers. We are seeking an administratively gifted person to join our National Service Centre team.

### About the position:

---

As a key member of the Accounting team, you are responsible for the timely processing of donations and for first-rate administrative support to Young Life's fundraising and revenue functions. You provide excellent customer service through accurate record-keeping, efficient data entry and gracious communication. Your duties range from assisting donors and staff on the phone to producing reports from our donor database, *Raiser's Edge*.

This is a permanent part-time position (30 hours per week), available immediately, reporting to the Vice President, CFO.

### About you:

---

You are ....

- Actively engaged in a vibrant and growing personal relationship with Jesus Christ.
- Excited about using your administrative gifting to support the Mission in reaching teens with the Gospel.
- A great communicator, who interacts effectively both in person and electronically with a wide variety of constituents.
- Exceptionally organized with great time management skills, convinced details and accuracy are critical and excellence is non-negotiable.
- Comfortable working with MS Word and Excel at an intermediate level. Familiarity with *Raiser's Edge* or similar CRM is an asset.
- Trustworthy with confidential and sensitive information. You demonstrate good judgement.
- A team player who is comfortable working independently.
- Known for your great work ethic and willingness to go the extra mile.
- Flexible and gracious with a positive attitude toward serving, learning and training. You have a great sense of humour and are able to thrive in our relational ministry culture.

Individuals considering employment with Young Life must be legally entitled to work in Canada, able to demonstrate compatibility with our core values, and subscribe to our Statement of Faith. We are building a diverse community and welcome applications from all qualified individuals.

You may apply to this opportunity by sending a cover letter outlining why you are a great fit for this position, along with your resume, to Ken Krabbendam, Vice President, CFO at [kkrabbendam@younglife.ca](mailto:kkrabbendam@younglife.ca). Questions about the position may be directed to the same email. Please submit your application by **Friday, June 28** though we will continue to accept applications until the position is filled.