



Position: Database Assistant
Office site: Nonviolent Peaceforce Office, Minneapolis
Hour: 10 - 15 hrs/wk
Semesters Available: Summer, Fall, Winter, Spring

Job Summary: Assist Nonviolent Peaceforce in keeping meaningful and accurate data on donors, supporters and contacts in Raiser's Edge, our relationship management database. The database assistant will also work on planning for methods, policy, and procedures for improved data integrity. This position works heavily with computers.

Responsibilities:

- Conduct general contact information searches online.
- Enter information in the database.
- Review lists of data and determine how to update the data.
- Other projects as warranted.

Required Qualifications:

- Enjoy working with computers and have general proficiency
- Experience and ability in internet searches
- Very good reasoning skills.
- Attention to detail
- Able to follow written and verbal directions well
- Able to work autonomously
- Confidentiality and discretion required
- Able to focus while in close proximity to others
- Commitment to the mission of Nonviolent Peaceforce

Helpful Qualities:

- Patience and perseverance
- Desire to learn
- A sense of humor
- Able to learn from successes and mistakes

NP's Commitment:

- Provide training
- Provide supervision through regular check-ins

Experiences Offered:

- High-level fundraising skills
- Work in and contribute to the work of a international human rights nonprofit
- Belong to a community committed to learning and growing together
- Work in a professional non-profit atmosphere

Contact: Diane Kammerude, Finance and HR Manager, (612) 871-0005
dkammerude@nonviolentpeaceforce.org

Nonviolent Peaceforce 2610 University Ave West, Suite 550, MN 55114
(612) 871-0005 www.nonviolentpeaceforce.org