



## database & administration officer (part time)

- **Battle poverty and disadvantage**
- **Key fundraising support position**
- **Three days a week/flexible**

Good Shepherd Youth & Family Service is committed to meeting the needs of low income communities and works side by side with the disadvantaged, especially women and girls. The organisation provides a range of services including family counselling, supported and emergency accommodation, 'no interest' loans, foster care and financial counselling as well as social policy and research.

This role supports the fundraising team. You will be responsible for maintaining and developing the existing fundraising database ensuring overall accuracy and integrity of data and reporting. You will also provide administrative support for the Marketing & Fundraising Unit.

You have had exposure to fundraising databases (ideally Raiser's Edge), can interpret data accurately to produce meaningful reports and can make recommendations for system improvements. You will also have experience contributing to effective direct mail campaigns and can demonstrate the ability to communicate sensitively with donors and supporters.

**To use your exceptional database and communication skills to support Good Shepherd Youth & Family Service's work in benefiting women, young people, families and children, forward your resume to [cv@ngorecruitment.com](mailto:cv@ngorecruitment.com) (quoting Vacancy 30563) or call Mike Hurdle on 03 8319 4070.**

