

## **Introduction:**

Our Lady of Mercy is thrilled to provide the chance for a parent to complete all 60 hours of our Parent Participation Program remotely, with full flexibility. We are looking for an organized and detail-oriented **Activity Messenger Coordinator** to manage and support our school's Activity Messenger tool. This role focuses on handling transactions related to fundraising and special events, ensuring smooth and accurate processing. If you have a knack for managing details and are passionate about contributing to school activities, we'd love to hear from you!

## **Key Responsibilities:**

- 1. Transaction Management:**
  - Oversee and process transactions related to fundraising and special events through the Activity Messenger tool.
  - Resolve any discrepancies or issues related to payments, donations, and event registrations promptly.
  - Maintain accurate records of all transactions and ensure they are properly documented.
- 2. Event Support:**
  - Assist in the setup and management of events and fundraising campaigns within the Activity Messenger tool.
  - Coordinate with event organizers to ensure all event details are correctly entered and updated in the system.
  - Provide support during events to address any transaction-related issues that arise.
- 3. User Assistance:**
  - Offer guidance and support to staff and faculty on using the Activity Messenger tool for event and fundraising activities.
  - Address and resolve any user queries related to transactions, event registrations, or system access.
- 4. Data Entry and Management:**
  - Enter and maintain accurate data related to transactions and events in the Activity Messenger tool.
  - Generate reports on fundraising progress, event participation, and financial transactions as needed.
- 5. Communication:**
  - Communicate with donors, parents, and community members regarding transactions, event details, and any issues that may arise.
  - Provide clear and timely updates to school administration on fundraising and event statuses.

## **Skills and Aptitude:**

- **Detail-Oriented:** Strong attention to detail with the ability to manage and reconcile transaction data accurately.
- **Problem-Solving Skills:** Effective at identifying and resolving issues related to transactions and event management.
- **Communication Skills:** Excellent verbal and written communication skills, capable of interacting with various stakeholders clearly and professionally.
- **Organizational Skills:** Ability to manage multiple tasks and priorities efficiently, with strong organizational skills.
- **Customer Service:** Friendly and approachable demeanor, with a focus on providing exceptional support to users and stakeholders.
- **Adaptability:** Flexible and open to learning new tools and processes as needed.

**Qualifications:**

- **Education:** High school diploma or equivalent; an associate degree or higher is a plus.
- **Experience:** Previous experience in administrative roles or managing events and transactions is preferred.
- **Technical Skills:** Basic proficiency with web-based tools and software; familiarity with the Activity Messenger tool is a plus but not required.

**How to Apply:**

Please send your resume and a cover letter detailing your relevant experience and interest in the role to [office@ourladyofmercy.ca](mailto:office@ourladyofmercy.ca) by **September 27, 2024**.