



CARE is a leading international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities.

Donor Services Officer

CARE Australia is seeking an experienced and enthusiastic person to join our Marketing and Communications Department.

The Donor Services Officer is responsible for supporter service functions. This role provides specialist customer service support, develops and implements processes to optimise supporter relationships and monitors supporter experiences.

If you possess:

- experience working in a supporter/ customer services environment with a variety of clients,
- experience handling complaints in an empathetic and professional manner, and
- demonstrated ability to update and maintain an information management database,

then we'd love to hear from you.

For more information, to view the full Job Description and Terms and Conditions and to apply, please visit www.careaustralia.org.au

All applications should include a completed Application Form, a statement addressing the selection criteria contained in the position description and a current resume.

Applications close: 2 August 2010

Contact: jobs@careaustralia.org.au or CARE Australia's HR Branch on ph: +61 2 6279-0200

I am powerful | SHE HAS the **POWER** to change her world YOU HAVE the **POWER** to help her do it