

Andrew Wommack Ministries Canada

<https://awmc.ca/careers/awmc-it-operator/>

AWMC IT Operator

Description

General Purpose:

- To Ensure reports are prepared on data cleansing activities and data quality.

Line of Accountability:

- The Andrew Wommack Ministries Canada IT Operator will report to the IT Department Manager who will then report to the Director of Andrew Wommack Ministries Canada, who in turn reports to the World Outreach Regional Director and ultimately to World Outreach.
- The Andrew Wommack Ministries Canada IT Operator will be subject to all policies, procedures established by World Outreach.

Responsibilities

Duties General:

- The Andrew Wommack Ministries Canada IT Operator will perform the batch processing SOPs, manually transferring information between applications through import and export of spreadsheets, running excel macros, running internal applications
- The Andrew Wommack Ministries Canada IT Operator will perform the data cleansing SOPs: exporting and manipulating spreadsheets, running internal applications, updating spreadsheets and importing them into our systems, preparing reports about the process and its improvement on data quality
- The Andrew Wommack Ministries Canada IT Operator will perform the customer duplicate SOPs: investigating and merging duplicate customers, running internal apps, importing/exporting spreadsheets
- The Andrew Wommack Ministries Canada IT Operator will perform the Newsletter SOPs: exporting spreadsheets, validating information and uploading them to internal folders
- The Andrew Wommack Ministries Canada IT Operator will perform the Charis Invoice and Pledge SOPs: exporting spreadsheets, validating information, running internal applications, and importing spreadsheets into our systems

Duties Specific:

- The Andrew Wommack Ministries Canada IT Operator will perform the GiveCloud Daily Batch SOP which exports the online transactions and customers from the GiveCloud online store and enters them into QuickBooks Desktop Enterprise (approx. 20 hrs/month)
- The Andrew Wommack Ministries Canada IT Operator will perform the DonorPerfect Weekly Batch SOP that exports the daily transactions from the DonorPerfect donor manager and enters them into QuickBooks Desktop Enterprise (4 hrs/month)
- The Andrew Wommack Ministries Canada IT Operator will perform the SOP to export the monthly newsletter mailing list from QuickBooks Enterprise Desktop and store them for the 3rd party distribution company (1 hr/month)
- The Andrew Wommack Ministries Canada IT Operator will perform the SOP

Employment Type

Part-time

Department

IT

Reports to

IT Manager

Job Location

Remote

Working Hours

40-80 hrs/mo

Date posted

April 7, 2026

to export the bi-monthly credit card partner donations from DonorPerfect and import them into QuickBooks Desktop Enterprise (8 hrs/month)

- The Andrew Wommack Ministries Canada IT Operator will perform the SOP to export the bi-monthly pre-authorized partner donations from DonorPerfect and import them into QuickBooks Desktop Enterprise (4 hrs/month)
- The Andrew Wommack Ministries Canada IT Operator will perform the SOP to export the bi-monthly pre-authorized partner donations from DonorPerfect and import them into QuickBooks Desktop Enterprise (4 hrs/month)
- The Andrew Wommack Ministries Canada IT Operator will perform the Charis Invoice and Pledge SOPs to export the Charis student information from ActiveCampaign and Quickbooks Desktop Enterprise, generate invoices and pledges, and import them into Quickbooks Desktop Enterprise and DonorPerfect (96hrs/month in August and September only).
- The Andrew Wommack Ministries Canada IT Operator will perform the data cleansing SOPs to export, cleanse and re-import the customer from GiveCloud, ActiveCampaign, DonorPerfect and QuickBooks (8 hrs/month). These durations are only guidelines; depending on the person, they might require more time than specified here

Qualifications

- Must be in agreement with the doctrinal statements of Andrew Wommack Ministries Canada and Charis Bible College.
- Must have good communication skills and work well with other people.
- Must have a Permanent Residence status or be a Canadian Citizen.
- Must have an Interest in project management.
- Working knowledge or interest in development and data management.
- Must be willing to coach and train staff on use of IT team's internal project management app (MS Azure DevOps)

Guidelines / Expectations

- The Andrew Wommack Ministries Canada IT Operator will conduct themselves according to the guidelines of the ministry. They will be held to the standards outlined in the employee "Code of Conduct" portion of the directives.
- The Andrew Wommack Ministries Canada IT Operator must be able to work in the evenings (after 5pm Eastern Time) for 5 – 8 days/month, between 1 to 5 hours each day to perform data cleansing and duplicate merges, to avoid work disruption.