

job posting

Position Title:	Database Support Specialist	Department:	Development
Salary:	\$31,000 - \$35,000, DOQ	Scheduled Hours:	Monday-Friday 8:00-5:00

Position Summary:

Under the supervision of the Resource Development Coordinator, assists in the coordination of the management information system of the YWCA St. Paul. Maintains and upgrades relational database; provides data retrieval, delivers user training, prepares system documentation, and provides software/hardware support to department users.

Position Responsibilities:

1. Conducts interviews with staff to identify organizational data needs.
2. Develops and maintains data standards including common definitions for database users in order to eliminate redundancy and improve data integrity.
3. Works with staff to identify how databases can streamline organizational efforts through database structuring, coding and reporting structures.
4. Researches and develops new techniques, procedures and tools for increased and more efficient use of resources in the database environment.
5. Efficiently and accurately enters data; augments existing systems to ensure data accuracy. Problem-solve and troubleshoot inconsistencies in the database.
6. Designs, tests and runs queries of data for reporting, solicitations, invitations, publications, class and event participation, etc. This includes importing and exporting data, printing letters, labels and envelopes.
7. Ensures adequate documentation of databases including data standards, procedures and definitions.
8. Audit existing databases to evaluate functionality and identify opportunities to optimize performance and better serve the informational needs of staff, members and the organization.
9. Other projects as assigned.

Qualifications:

Education: Degree in Information Technology, Computer Science, or related field is required. Formal training in Microsoft Access, Excel, and Crystal Reports is strongly desired.

Certifications and Licensure:

Valid Driver's License (required)

Work Experience: Minimum of two years experience working with relational databases. Experience in a non-profit setting focusing on creating opportunities for women's growth, leadership and empowerment, and elimination of racism or a related mission is highly desired.

Other Qualifications:

- Demonstrated proficiency in relational databases. Previous experience with SQL databases is highly desired.
- Excellent computer skills in a Microsoft Windows environment, especially proficient in Access, Excel, and Crystal Reports.
- Minimum data entry speed of 45 words per minute with strong attention to accuracy.
- Effective verbal and written communication skills.
- Strong interpersonal skills.
- Ability to maintain a high level of confidentiality.
- Demonstrated ability to work under tight deadlines.
- Work activities of a seasonal/cyclical nature.
- Interruptions to work flow.
- Work subject to precise measures of quality and quantity.
- Concentrated attention over an extended period of time (e.g. 4 plus hours per day).
- Valid Driver's license, proof of insurance, reliable transportation.
- Agree to mandated child reporting guidelines.

The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.

To apply, send letter of interest, resume, and salary requirements to:

Human Resources, YWCA St. Paul fax: (651) 222-6307
375 Selby Avenue email: hr@ywcaofstpaul.org
St. Paul, MN 55102 phone: (651) 222-3741

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