

Database Specialist

Join us at our administrative center located in the historic Cathedral Hill neighborhood!

Come join our team at YWCA St. Paul and be a part of an organization that's making a difference in our community. YWCA St. Paul is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

We are hiring a full-time Database Specialist to manage and support database performance, ensuring accurate data entry and reporting, developing and maintaining data standards and documentation, creating queries for reporting and other tasks. This person trains staff on data entry in Raiser's Edge and Apricot and serves as Admin for both applications.

In this position you will:

- Support database performance by monitoring, evaluating and resolving processing and programming problems; and answering user questions
- Maintain YWCA St. Paul databases, ensuring accurate data entry and reporting.
- Develop and maintain data standards and ensure adequate documentation of databases, including definitions and procedures
- Create user documentation and train staff on data entry in Raiser's Edge and Apricot.
- Create queries for reporting, printing letters and labels for mailing, importing class and event participation and for ad-hoc staff requests.
- Compile cross-departmental reports

Qualifications:

Required:

- Associate degree in information technology, computer science or a related field.
- Minimum of 2 years' experience working with relational databases.
- Demonstrated proficiency in Access and Excel.
- Strong verbal, written & interpersonal communication and customer service skills.
- Ability and comfort in working to meet tight deadlines and managing multiple priorities.
- Strong attention to detail.
- Ability to maintain a high level of confidentiality.

Highly Preferred:

- Experience in a non-profit setting.
- Experience working with Apricot and Raiser's Edge.
- Experience with creating queries, forms and Crystal Reports.

The hiring range, dependent on experience and qualifications is \$17.25 – 23.00/hour. YWCA St. Paul offers a competitive benefits package including medical, dental and life insurance; retirement plan; paid vacation and sick leave; and nine paid holidays. If you are looking for an opportunity to make a difference and work in a collaborate environment where we celebrate and appreciate each other, please complete the Employment Application on our website:

<https://www.ywcastpaul.org/jobs>

And forward application, resume, cover letter to:

Email: hr@ywcastpaul.org **Fax:** 651-305-1602

Mail: YWCA St. Paul, 375 Selby Ave., St. Paul, MN 55102

YWCA St. Paul is an Equal Opportunity Employer