**Position: Database Coordinator**

FSLA Status: Non-Exempt, Full-time, 40 hours/week

Starting Hourly Wage: $16

Competitive Benefit Package

**General Summary:**

The Database Coordinator is an entry level position and will work within a team environment with senior staff members of MLA and will be tasked with the maintenance and upkeep of the MLA database; membership, vendor and sponsorship records; media contacts; event registrations; and other general MLA operations.

***Membership and Communication Duties:***

* Assist with database structural maintenance including understanding, troubleshooting and updating member types, groups and attribute/permission settings.
* Build, maintain, research, and update database records for prospects, members, sponsors, vendors and media contacts
* Assist with job board, maintain job orders/job postings
* Assist with workgroup and committees virtual workspace set up including elists, committee spaces, drives and other virtual workspaces as needed
* Reconcile all database transactions with accounting records
* Create monthly and annual reports on member renewal stats and demographics
* Assist with collecting, filing, formatting and ensuring correct naming conventions of media assets for web, social media, newsletters, multi-media projects, and webinars
* Coordinate and fill orders in MLA online store

***Program and Event Duties:***

* Create, manage, and reconcile event registration forms, volunteer records, and attendance reports in MLA database.
* Assist with developing ongoing sponsorships and prospecting new sponsors and vendors
* Provide support to webinar presenters
* Assist with creating evaluation forms and finalizing the analysis after each event
* Maintain and update the database of potential and current funders
* Assist with virtual and in-person meeting technology

***Other duties as assigned***

**Qualifications and Training:**

* Bachelor’s degree preferred or applicable experience, with training in accounting and business systems and nonprofit administration
* Knowledge of computer technology and proficiency with computer applications required including Microsoft Word and Excel. HTML/CMS/CSS knowledge a plus.
* Willingness to learn and become proficient in Membership database (Memberclicks)
* Ability to implement new systems to simplify and strengthen the programs and membership functions
* Ability to work independently
* Ability to represent MLA in a professional manner
* Excellent written and oral communication skills
* Initiative, attention to detail, and excellent customer service with positive attitude and ability to maintain effective relationships essential

**Physical Requirements*:***Standard office environment. The ability to perform physically active work in a medium-to-heavy nature requiring occasional lifting, exerting up to 50 pounds of force in order to move boxes, supplies and office equipment.

**Work Environment:**

* Regular office hours at the Lansing headquarters are 8:30 am – 4:30 pm, Monday – Friday. (At present, we are working remotely until further notice. Personal computer, printer, cell phone, and excellent wifi access from home location mandatory.)
* Attend board meetings and select committee meetings – currently virtual.
* Periodic travel in personal automobile – mileage reimbursed.

The statements outlined in this position description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all duties and responsibilities that may be assigned or skill level required.

This position is FLSA category “non-exempt.” MLA reserves the right to revise this position description at any time.

**Compensation:**

Position to be filled by March 1, 2021 or earlier. Compensation: $16/hour plus a competitive benefit package including holiday pay, paid time off, 403(b) employer contribution, and 80% health insurance coverage.

**Applications:**

To apply, please submit a cover letter, resume and three references to Rachel Ash, Membership and Communication Director by January 22, 2021 at 5pm by email to rfash@milibraries.org. Please use “Database Coordinator” in your subject line.

*MLA is an equal opportunity employer committed to a diverse workforce and does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.*