



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 work primarily with MLA's Association Management System to maintain the member database including member, vendor and sponsorship records; build and troubleshoot elists, forms and registrations; and update the MLA website. Also responsible for support of MLA events and other general operations.

Membership and Communication Duties

- Build, maintain, research, and update database records and profiles for members, prospect members, sponsors, exhibitors and media contacts
- Assist with database structural maintenance including understanding, troubleshooting and updating member types, groups and attribute/permission settings
- Assist members with member record updates, forms and login issues
- Assist with the MLA Job Board, maintain job orders/job postings, assist members with job postings
- Assist with workgroups and committees virtual workspace set up including elists, drives and virtual workspaces as needed
- Create monthly, quarterly 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 events
- Update and maintain the integrity of the MLA Website
- Create mailing lists, schedule welcome emails and create group invoices from database

Program and Event Duties

- Create and reconcile event registration forms, volunteer records, and attendance reports in MLA database
- Manage sponsorship and vendor lists
- 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
- Support and update the Learning Management System (LMS)
- Schedule workgroup Zoom meetings and webinars
- Create graphs and summary documents from variety of sources

Other duties as assigned

Qualifications and Training

- Bachelor's degree preferred or applicable experience in nonprofit administration, business/hospitality, and/or association management
- Excellent knowledge of computer technology and proficiency with computer applications required including Word, Excel and Outlook
- Knowledge of CRM/CMS/LMS a plus, as well as Sharpoint, Canva, Teams and Zoom
- Willingness to learn and become proficient in the MLA Association Management System (Memberclicks)
- 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

- This is a non-flexible remote work position from 8:30am – 4:30pm, Monday – Friday. One day per week will take place in person at the Lansing headquarters during those hours. (Excellent wifi access from remote location mandatory.) Apple laptop and iPhone provided.
- Attend board meetings and select committee meetings (in person and 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

\$16/hour plus a competitive benefit package including holiday pay, paid time off, 403(b) employer retirement contribution, and health/dental/vision insurance coverage.

Applications:

Position to be filled by January 4, 2022 or earlier. To apply, please submit a cover letter, resume and three references to Amber Sheerin, Program and Event Director by December 6, 2021 at 5pm by email to asheerin@milibraries.org. Please use “Database Coordinator” in your subject line.

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