Seeking Database Coordinator for MLA

Jump in and connect with statewide library members!

The Michigan Library Association (MLA) is a statewide advocacy and service organization with nearly 1,900 members throughout Michigan. Our mission is to lead the advancement of all libraries through advocacy, education and engagement. Headquartered in Lansing, MLA is seeking a Database Coordinator to work in a team-oriented environment.

The Database Coordinator is a full-time, entry-level position 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. A full job description can be viewed here: MLA Database Coordinator

Qualifications and Training:

- Bachelor's degree preferred or applicable experience, with training in nonprofit administration.
- Willingness to learn and become proficient in MLA's membership database (Memberclicks).
- Ability to implement new systems and understand/troubleshoot database structure.
- Knowledge of computer technology and proficiency with computer applications required including Microsoft Word and Excel. HTML/CMS/CSS knowledge a plus.
- Ability to work independently. Also essential - initiative, attention to detail, and excellent customer service with a positive attitude and ability to maintain effective relationships.

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.)

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 professional 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.