



# United Way Central Alberta

## We Are Currently Seeking to Appoint a **DATABASE ADMINISTRATOR**

**We are recruiting for an experienced Database Administrator to work with and maintain our ANDAR 360 Database.**

### **The role briefly comprises:**

Working with both our Resource Development and Finance departments on data entry, running of reports, distribution of event invitations, campaign analysis, user manual maintenance and staff training on usage protocols. *For a full job description, please email address below.*

### **Qualifications, Experience, & Knowledge**

- Experience working with relational databases (3+ years, preferably with Andar 360); SQL is preferable
- Experience with software programs, including MS Office and Adobe
- Knowledge of data mining and warehouses
- Knowledge of fundraising or sales best practices, cycles and strategies would be an asset
- Knowledge of charitable receipting standards and CRA regulations would be an asset

### **Skills and Proficiencies**

- Willingness to constantly learn and pass that knowledge on to users
- Ability to convey knowledge effectively to other staff
- Strong ability to synthesize and provide a critical analysis of data, including discrepancies and errors
- Ability to prioritize projects in a complex and fast-paced environment
- Excellent problem-solving skills
- Superior organizational skills
- Results-oriented
- Accurate and detail-minded
- Excellent written and verbal communications skills
- Ability to self-direct

**This position is 21 hours a week. We prefer 5 days a week; however, this can be negotiated for the right candidate.** We offer a competitive remuneration and benefit package, with professional development opportunities. For consideration, please submit your resume and covering letter before 12 noon on June 12<sup>th</sup> 2017 to:

[info@caunitedway.ca](mailto:info@caunitedway.ca) or mail or drop into 4811 – 48 Street, Red Deer, Alberta, T4N 1S6

*We thank all candidates for expressing an interest in this position and in United Way Central Alberta; however, only those selected for an interview will be contacted.*