



Job Description: Database Coordinator

BASIC INFORMATION	
Job Classification	
Hiring Range	
Funding Source	
FLSA Status	Non-Exempt
Provisional Period	90 days
Job Title	Database Coordinator
Location	Eagan, MN
Department	StrongHearts Native Helpline
Position Type	<input type="checkbox"/> FT-Salaried <input checked="" type="checkbox"/> FT-Hourly <input type="checkbox"/> PT Hourly (16 Hours) <input type="checkbox"/> PT Hourly (24 Hours) <input type="checkbox"/> Relief <input type="checkbox"/> Temp <input type="checkbox"/> Intern-Paid <input type="checkbox"/> Intern-Unpaid
Reports to	Operations Manager
Supervises	
Shift	
Job Type	

GENERAL POSITION PURPOSE STATEMENT - JOB DESCRIPTION SUMMARY

The Database Coordinator is a member of the Program Team and is supervised by the Operations Manager of StrongHearts Native Helpline. The Database Coordinator provides support to StrongHearts Native Helpline team members around data systems utilized by the StrongHearts Native Helpline.

The Database Coordinator is scheduled for a 40-hour week; however job duties may occasionally require work outside regularly scheduled hours

ESSENTIAL RESPONSIBILITIES AND DUTIES

Internal Data Reporting (20%)

- Coordinate reporting from the phone, website, and caller intake and referral systems to provide reports to members of Leadership Team for internal use and operational needs
- Maintains and fulfills a calendar of scheduled reports covering one calendar year, including grant reports
- Responsible for daily activity report
- Ensure report requests are fulfilled in timely manner

External Data Reporting (20%)

- Coordinate reporting from the phone, website, and caller intake and referral systems to provide reports for media and lobbying efforts on an on-demand basis.
- Provides and confirms data integrity for annual reports.
- Responsible for monthly reports to funder.
- Ensure report requests are fulfilled in timely manner.

Data Integrity (25%)

- Ensure the proper approval chain for all reports.
- Oversee and support database review and update annually and as needed.
- Primary vetting authority on all change requests in the resource database.
- Review incoming case data and bring forth any concerns about advocate entry or data quality.
- Support advocate database training to ensure proper collection of caller data, as needed.

Data Collection (35%)

- Oversee and support database outreach and collection to include new providers and resources into StrongHearts referral database.
- Create systems for data collection, including; outreach process, data vetting criteria, and data updates.
- Keep records of all data collection and data collection systems.

This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow and any other job-related instruction and to perform any other job-related duties requested by his or her supervisor or management.

JOB REQUIREMENTS AND RESPONSIBILITIES

- Undergraduate Degree or higher. Professional and/or personal experience may substitute for educational requirements. (Equivalency formula: two years of experience is equal to one year of education)
- Demonstrated proficiency in Windows or Mac environment, Microsoft Office, Google Suite, SQL Reporter, Web SaaS tools, and data manipulation tools.
- One to three years experience in data systems such as phone systems, Google Analytics, Salesforce, etc.
- High-level of analytical capability and an understanding of the complexities of our agency data systems



STRONGHEARTS
Native Helpline

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address. Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security #: _____

Position Applying for: _____

Tribal Affiliation: _____ Enrolled or Descendant: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a crime? YES NO If yes, explain: _____

Are you currently or have you ever been on any federal contracting exclusion list? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____



References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize The National Indigenous Women's Resource Center to verify employment and conduct a background check.

Applicant
Signature: _____ Date: _____

For an application to be complete, it must contain the following:

- 1. Completed and signed application**
- 2. Letter of Interest**
- 3. Resume**

Please submit all materials in confidence to:

Email: info@strongheartshelpline.org