Database and Technology Coordinator

Utah Humanities (UH) seeks a full-time Database and Technology Coordinator to join its staff in Salt Lake City, Utah.

Job Description
This is a full-time salaried position with benefits that provides important organizational support and oversight of UH’s FileMaker database and coordination of technology needs. This position is perfect for a detail-oriented and organized professional with a self-motivated attitude and a love of data systems. Flexible hours. Utah Humanities is an equal opportunity employer.

$40,000 annual salary with benefits, flexible hours.

Responsibilities include but are not limited to:

Database:
- Take pride and ownership of UH's database and the integrity of its data
- Serve as staff liaison to Museum Data Solutions (database creator)
- Coordinate and manage program data collection and database projects, from creation through to completion
- Serve as the FileMaker “super user” keeping abreast of new features and functionality and providing recommendations for process improvements.
- Evaluating and implementing database-related projects
- Continuously monitor data entry for accuracy
- Establish protocols and processes for data collection, evaluation, and reporting
- Train staff in database functionality and features
- Maintain FileMaker staff user manual
- Manage database software upgrades
- Support and staff in prompt and thorough response to database needs
- Generate reports and other information from the database as needed
- Update recurring changes (i.e. new/retiring board members, new/outgoing elected officials, etc.)

IT Coordination
- Oversee all IT needs and serve as point person for working with outsourced IT contractors to resolve technical issues promptly and thoroughly
- Troubleshoot and arrange for maintenance/repairs of office equipment
- Coordinate software and hardware upgrades
- Manage office telephone system and train staff on functionality as needed
- Research potential equipment and software
- Attend and provide audio/visual assistance at board meetings
- Provide audio/visual assistance at UH events as needed
- Create and manage IT protocols and procedures including staff access, list of equipment and software, schedule for changing passwords, etc.
- Assist communications staff in change to new web platform (from Joomla to WordPress)
• Assist in coordinating online tools and platforms (i.e. database, website, Omeka, podcast services, etc.)
• Oversee all IT needs and serve as point person for working with outsourced IT contractors to resolve technical issues promptly and thoroughly
• Organize and maintain UH’s digital content and historical materials (such as photos, publications, etc.) and develop a plan for long-term storage and care with attention to accessibility

The ideal candidate will possess the following qualifications:
• Two years of experience working with databases
• A minimum of an Associate’s degree or the equivalent combination of education, training, and experience to perform effectively
• Skilled in project management with the ability to prioritize projects and manage resources effectively
• Demonstrated technical savvy with database(s) (FileMaker experience a plus but we are willing to train the right person) and experience with the Microsoft Office suite of products.
• Self-motivation and ability to work both independently and cooperatively
• Familiarity with standard office equipment and technology
• Creativity and analytical thinking with strong problem-solving skills
• Strong attention to detail and reliability
• Solid interpersonal communication skills, with ability to work well with others
• Aptitude and interest in new technology trends and developments
• Familiarity with the nonprofit sector
• Web experience is desirable

To apply: combine the following in one PDF document and email to graham@utahhumanities.org: 1) a letter of application addressing your qualifications in the areas listed above, 2) a current resume, and 3) contact information for three references familiar with your work. Incomplete applications will not be considered.

Immediate start date, position will be open until filled. Priority will be given to applications received before March 15, 2022. No phone calls, please.

Utah Humanities is a 501(c)(3) nonprofit with a statewide mission to empower Utahns to improve their communities through active engagement in the humanities. (https://utahhumanities.org). We encourage applications from candidates with diverse backgrounds, particularly those from historically underrepresented groups, whose professional and personal experiences will help us invite diverse perspectives.