



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.