



Pregnancy Support Network Position Description

Position Title: Database Coordinator
Team: Central Operations
Responsible To: Director of Central Operations

Position Summary:

To serve as Database Coordinator. Report to the Director of Central Operations. Serve and work alongside Central Operations team to support the Donor Development team in all aspects of Database Maintenance, including storing, retrieving and managing accurate updated data that can be accessed efficiently, without errors, improving data quality and reliability.

Duties and Responsibilities:

- **Day-to-Day Operations**
 - Entering deposits
 - Maintaining database
 - Exporting donation receipts and reports
 - Protect confidential information
 - Split time between Akron and Canton locations
- **Other Responsibilities**
 - Work well with all staff members under Pregnancy Support Network
 - Have a neat appearance and pleasant attitude
 - Attend all APS and TPPC fundraisers and staff meetings as needed
 - Maintain a high standard of morals and Christian behavior
 - All other duties as assigned
- **Position Qualifications**
 - Proficient with database technology
 - Detail oriented
 - Motivated and high energy
 - Strong organizational and administrative skills
 - Strong communicator
 - Part time position of 16 hours per week
 - \$16 - \$18 per hour, depending on experience