



**United Way**  
**Brant**  
Change starts here.

Brant United Way requires a part-time, permanent Database Coordinator (3 days per week).

The Database Coordinator is an integral part of the Campaign Team and the entire organization. This position reports to the Executive Director, but works closely with the Campaign Director and Finance Coordinator.

The Database Coordinator is defined as the Information Technology professional that oversees all aspects of the ANDAR database. This would include database architecture design through implementation, administration, monitoring, tuning, systems back-up, migration and support.

#### KEY ACCOUNTABILITIES AND DUTIES:

##### ANDAR

Responsible for performance, integrity and security of the ANDAR database. Evaluate and recommend new database technologies. Plan and troubleshoot issues within ANDAR. Install and test upgrades and patches. Liaise with software developer as required. Provide database documentation including data standards and definitions for database dictionary. Ensure storage, backup and recovery plans and procedures are functioning. Manage access permissions and privileges. Regulate user access. Trains new users. Regulate field and table use to maintain consistent data. Participate in user groups to develop best practices. Develop tools and processes to support both the Campaign team and Finance within the agency. Write data inquiries and prepare and produce reports for Campaign monitoring and analysis. Develops tools and modules to support the campaign process.

##### FINANCE SUPPORT

Develop tools and modules to support the financial process. Write data inquiries and produce reports. Prepare and produce receipts.

##### INFORMATION TECHNOLOGY

Manage user accounts and network access on the server. Perform backups, preventative and remedial maintenance. Provide user support, system updates, and replacement/removal of existing systems as necessary.

#### **Qualifications:**

##### SKILLS:

Comprehensive knowledge of computer hardware and software fundamentals. Experience with Windows Server operational best practices. Strong competency in Microsoft Office software including Word, Excel, Access and Outlook. Expertise with relational databases (experience with ANDAR360 software would be an asset).

##### EDUCATIONAL REQUIREMENTS:

- Minimum of 3 years of relevant technical experience in the administration of networked desktop and server environment.



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- A Bachelor's Degree in a related technical discipline is preferred. 4 years of relevant technical experience may be accepted as equivalent to post-secondary experience.
- Microsoft Technical Certification.

Interested candidates should submit a cover letter and resume, in confidence, no later than **Monday, January 26, 2015 by 4:30pm EST** to [sherry@brantunitedway.org](mailto:sherry@brantunitedway.org)  
We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted.