



**POSITION TITLE:** AARP Foundation Experience Corps Database Administrator

**PROGRAM:** Carver Senior Programs Department

**REPORTS TO:** AARP Foundation Experience Corps Program Manager

**LOCATION:** Carver Senior Center

**STATUS:** Non-Exempt, Part Time

**SALARY:** \$15.50/HOUR

**SCHEDULE:** Monday – Friday, 9am-2pm

**SUMMARY:** The Database Administrator will be responsible for management of AARP Foundation Experience Corps Evansville database.

**RESPONSIBILITIES/DUTIES**

- General administrative support for the Program Manager of AARP Foundation Experience Corps Evansville
- Data collection and monitoring to ensure accountability and compliance with program standards and/or grant requirements
- Provide data-related information for grant submissions and funder reports
- Manage affiliates program database
- Responsible for on-boarding and off-boarding tutor volunteers in national database (New Volunteer Portal) (Foundations Impact System)
- Maintain/organize AARP Foundation EC tutor volunteer members' personnel files
- Run background checks and reference checks for AARP Foundation EC tutor volunteer members
- Conduct virtual trainings for tutor volunteers and oversee tutor timesheets and student session logs input
- Responsible for intake process; onboarding and offboarding student participants in national database (Foundations of Impact System)
- Assist tutor volunteers with any tech support
- Provide proactive and reactive data management support and training to users
- Determine, enforce and document database policies, procedures and standards
- Perform tests and evaluations regularly to ensure data security, privacy and integrity
- Monitor database performance, implement changes and apply new patches and versions when required

- Update and post social media content; respond to web correspondence, social media posts, and general emails related to recruitment, retention, and special events

**OTHER**

- Attendance at AARP Foundation Experience Corps National Meetings when required
- Attends monthly webinars and AARP Foundation EC monthly network calls when required
- Perform other duties as needed to support the mission of Carver’s AARP Foundation Experience Corps Program

**QUALIFICATIONS**

- Must have a minimum of an Associates in Business Administration, Office Management, or related field experience
- Hands-on experience with database standards and end user applications
- Excellent knowledge of data backup, recovery, security, and integrity
- Must possess knowledge of various virtual platforms (Cisco WebEx, Zoom, Google Meet) and fundamental computer skills (Data Entry, Microsoft Office, Outlook)
- Must possess INTEGRITY, MATURITY, and ENERGY
- Must have a sensitivity to diversity and a commitment to helping others
- Enthusiasm for mission and vision of Carver
- Excellent writing skills, communication and interpersonal skills
- Highly organized-Ability to prioritize and manage multiple activities and deadlines
- Ability to work flexible hours occasionally and punctual
- Familiarity with quantitative and qualitative reporting strategies
- Ability to work in a team, assisting others when needed
- Valid Indiana Driver’s License and access to a car
- Ability to lift a minimum of 45 pounds

**Training Requirements**

- Attend ALL Staff training and Professional Development sessions as related to position

**Level of decision making**

- Compliance with and enforcement of Carver policies and procedures
- Development and implementation of office management policies & procedures

**This Job Description is not intended to exhaustive. Other responsibilities may be included as directed by AARP Foundation EC Program Manager or Executive Director.**

**ACKNOWLEDGEMENT**

I have reviewed and understand the above job description and believe it to be accurate and complete and I fully understand the requirements set forth herein. My signature indicates that I hereby accept this position and agree to abide by the requirements set forth. I understand that this job description is to state general guidelines and doesn’t constitute a contract for employment. Furthermore, I understand that the Agency can change the duties and responsibilities of this job as business necessitates. A copy of this job description will be kept in my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date