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## **Position: Junior Database Administrator**

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YouQuest is a small nonprofit organization operating in Calgary that provides programs and support for individuals and families affected by young-onset dementia. This part-time role is an opportunity to work remotely, while continuing to develop your database management skills, and to be part of a team that provides much-needed services for people throughout the community.

### **Description:**

The Junior Database Administrator (JDA) will report directly to the Executive Director, while consistently communicating with and providing ongoing support for the entire YouQuest team. Initially, the JDA will meet with a technology and database specialist to learn how to navigate the Civi Database.

### **Responsibilities:**

- Learn how to navigate the Civi Database for YouQuest, including how to collect and upload data, generate reports, create schedules, correct system errors, and make any necessary changes.
- Meet with the technology/database specialist to learn about the system and troubleshoot any errors or glitches.
- Provide ongoing support for the YouQuest team for accessing and using the database.
- Eventually help to develop a detailed user manual with step-by-step instructions that can be used to train existing team members or new contractors.
- Provide a detailed analysis of the current database management software
- Participate in bimonthly virtual team and 1:1 meetings

### **Qualifications/ job requirements:**

- 1+ year of database administration experience preferred
- Proficient with technology (Microsoft 365, Outlook, SharePoint, Shared Drives, Microsoft Office Suite, inputting information and pulling reports from database systems)
- Personal office space (remote) with own hardware and software to complete the job (laptop/computer, MS Suite, access to the internet, etc.)
- Works well independently and as part of a team; experience working with remote teams
- Currently completing or has recently completed a diploma or degree in Computer Science or a related field of study

**Job type: part-time (typically 6-8 hrs. per week), fixed-term contract**

**Contract length: 6 months with the possibility of extension**

**Starting salary: \$28.00-\$30.00 per hour**

To apply, please submit a resume and letter of interest to: [info@youquest.ca](mailto:info@youquest.ca) by January 10, 2024.