

## **Database Administrator (VOLUNTEER)**

*Youth Rising Above (YRA) is an organization dedicated to inspiring, empowering and transforming the lives of the next generation...our youth!*

**Our Mission:** An inclusive and supportive space, including a knowledge exchange hub, where young people may access low-barrier opportunities through experiential learning focused on physical and mental health, education, and leadership development, to help overcome barriers caused by poverty.

**Our Vision:** A country where every young person has opportunities to live enriching and fulfilling lives through accessing innovative and engaging programs and services that are relevant and meaningful while being inspired to contribute to the well-being and vibrancy of their communities.

**Who We're Looking For:** YRA wants to ensure our youth receive quality service from dedicated, passionate and intrinsically driven team members, which is why we're first and foremost seeking team members who will embody our values of **loving** youth unconditionally no matter their circumstance; **supporting** youth to achieve personal wellness; **encouraging** youth despite the challenges they encounter; safely **challenging** youth to build resiliency and overall growth, and **transforming** youth to become changemakers in their own communities. If you're looking to support an organization that puts its people first, thereby ensuring our youth receive the best possible care, and if you're driven to lift others up, consider joining our team!

**Anticipated Start Date:** September 2022

**Hours:** 6-12 hours per month

**Location:** Remote

**Role Description:** Reporting to the Executive Director, or their designate, the Database Administrator will be managing, monitoring and maintaining YRA's databases while making requested changes, updates and modifications to database structure and data. This is specifically to serve to increase the impact and reach of our programs and services for young people. The data administration will directly connect to YRA's strategic plan and will focus on building infrastructure and tools to better streamline services for youth. The Database Administrator will work with various team members in the areas of Human Resources; Fund Development, Youth Programming, Administration and Community Development. This team member will be responsible for various administrative aspects including record keeping, cross-checking data, and analysing/ investigating anomalies.

### **Responsibilities/Duties**

- Support with regular record keeping by ensuring databases are up to date and accurate
- Support the organization-wide launch and staff training of new database tools
- Support with cross-checking data, analysing and investigating anomalies
- Handling and protecting confidential and sensitive data with integrity
- Support with the refinement of administrative tools for staff in an effort to increase organization efficiency
- Professionally respond to team inquiries regarding database or user-reported errors
- Attend 2-hour monthly all-staff meetings and monthly additional meetings as required
- Perform other duties as assigned by the Executive Director or their designate

## **Qualifications**

- Demonstrated experience/ability in database administration or administration
- Strong communication skills, including written and verbal, with excellent attention to detail
- Proven ability to handle multiple tasks with competing priorities and the ability to process large amounts of data, while working well under pressure to meet deadlines
- Ability to work with minimal supervision
- The ability to think innovatively while creating solutions for unique challenges
- A desire to further grow Youth Rising Above to be a program of choice for young people, and their communities, across the country
- A commitment and alignment to YRA's mission and vision statement, principles and desire to prioritize the well-being and safety of young people
- An understanding and sensitivity of youth poverty, the charitable/non-profit sector and community development within an anti-oppressive, trauma-informed and healing-centred perspective

YRA welcomes and encourages applications from persons of any gender identity, sexual orientation, persons with disabilities, members of visible minorities and Indigenous candidates. Should any accommodations be required during the application process, candidates are encouraged to contact YRA at [info@youthrisingabove.org](mailto:info@youthrisingabove.org)

More information about YRA can be found at <https://youthrisingabove.org/>

*Interested applicants can email the Executive Director at [jonathanj@youthrisingabove.org](mailto:jonathanj@youthrisingabove.org) with their resume and cover letter. Candidates are encouraged to send their applications by August 31, 2022, by 11:59 pm. Please quote "Database Administrator" in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*