

Technology & Data Coordinator Recruitment Announcement

Recruitment Closes: Open until filled

Start Date: Negotiable

Location: This is currently a hybrid position for a candidate that resides in the Olympia area. It will be partially in the office and partially home-based.

Job Description

The Technology and Data Coordinator's primary responsibility is to work with the Pacific Education Institute's (PEI) team of Directors to support technology (hardware and software needs for PEI). The Technology and Data Coordinator will identify and utilize tools and strategies to increase organizational efficiency. The majority of this job involves collaborating with users to identify the categories of data they need, the frequency they need it, and how to make the process of visualizing that data smoother for them. This is a part-time position that reports to the Executive Director.

Primary Responsibilities

Work with Directors to support PEI's technology needs

- Identify, recommend and prioritize technology system needs to address operations, communication, and development needs for outreach, tracking and reporting
- Manage Salesforce finance, development and communication systems and support systems for other areas of PEI's work
- Support development events and logistics (marketing, registration, materials, flyers, distribution lists), financial reports and audio visual and other technology support
- Support use of analytics from multiple platforms as a tool for developing and modifying communications and development messages
- Manage proper utilization of electronic platforms for operations, communications and development; develop and provide training and ongoing support for end users; and coordinate user roles and permissions.

Hardware and software inventory and maintenance

- Maintain and support inventory and maintenance of technology equipment
- Install software and prepare computers for staff use
- Maintain a database of software used at PEI and work with Directors to include software costs in budgets
- Research and support staff training and troubleshoot issues with hardware and software as needed
- Ensures that information is backed-up, secured, and protected

Desired Qualifications and Skills

- Bachelor's degree (or equivalent work experience) with applied technology support and computer science experience
- 2-4 years of experience in database management
- 2-4 years of experience designing, developing, and producing reports from a database application
- Proficiency in Salesforce, WordPress, MailChimp and MS Office Suite, or experience with similar programs and platforms.
- Strong analytical, creative and problem-solving skills
- Excellent written and oral communication skills
- Ability to troubleshoot software and hardware issues
- Experience in and commitment to justice, equity, diversity and inclusion

Wages and Employment Information

This is a part-time position, 20 to 30 hours per week. Wages are \$28.00 to \$30.00 per hour dependent on successful applicant's qualifications and experience. PEI offers a competitive Employee Benefit Plan and includes paid holidays, vacation/sick leave, health, vision, dental, retirement and life insurance benefits. Benefits are pro-rated based on FTE level.

To Apply

Please apply by submitting a job application on our website at <http://bit.ly/36m5c7T> including a cover letter and resume to Gail Kramer, PEI Finance and HR Director, or by mail to 724 Columbia St. NW, Suite 255, Olympia WA 98501. We are committed to creating conditions where all candidates can fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role. Applications can be accepted in person with an appointment. Incomplete applications will not be considered. PEI thoughtfully reviews every resume submitted but will only communicate with those selected for an interview.

About PEI:

PEI is a leader in promoting scientific literacy and civic engagement by empowering people to make balanced, well-informed decisions for just and sustainable communities. PEI supports educators by specializing in professional learning and FieldSTEM implementation. It is a process that takes students outdoors to integrate language and math skills with an understanding of complex social (cultural, economic, civic) and natural systems to: answer authentic questions through scientific inquiry, design real solutions through engineering, and resolve issues through collaborative decision making. Find more information at <https://pacificeducationinstitute.org/>.