



Job Announcement: Database & IT Specialist

Organizational Overview: Columbia Riverkeeper is a successful nonprofit organization that unites communities to fight for clean water and our climate. Columbia Riverkeeper advances high-profile campaigns to recover healthy salmon populations and protect the Columbia River from fossil fuels, toxic pollution, the Hanford Nuclear Site, and other threats facing Columbia communities and salmon habitat. Our work is featured in national media, including CNN, the New York Times, Wall Street Journal, and the Los Angeles Times.

Across our campaigns, we promote equity, diversity, and inclusion in environmental decisions and our own actions. This includes working in solidarity with Tribal Nations to achieve common goals. [Our team](#) includes community organizers, scientists, communications specialists, and attorneys. To learn more about our commitment to justice, equity, diversity, and inclusion, [click here](#), and to learn more about our values, [click here](#).

Location: Portland, OR, or Hood River, OR. Depending on the office location, the position requires periodic travel to the Portland/Hood River office and occasional travel within the region for events and meetings. Columbia Riverkeeper currently offers remote/hybrid work for some positions as a benefit and subject to periodic reviews. This position is eligible for hybrid work based out of the Hood River or Portland metro areas, subject to periodic review.

Job Type: Part-time, 4 - 5 days per week, between the hours of 8 a.m. - 5 p.m., 24 - 32 hours per week, negotiable. Non-Exempt Position.

Position Description: This position requires a proactive and creative candidate who will anticipate and address issues, identify new tools to ensure Riverkeeper is incorporating tools to improve our reach and work to solve any database or IT issues as they arise. They must understand the importance of entering timely and accurate data, meet procedural and confidentiality protocols, enjoy continuous improvement for the database system, and appreciate the need to use discretion and be accountable for this core function.

The position requires occasional evening and weekend work and travel.

Responsibilities:

- **Database Management:** The Database and IT specialist is responsible for ensuring the accuracy and security of the Riverkeeper Database and providing IT support for Riverkeeper staff. The Database & IT Specialist works with the Development Manager, Advancement Director, as well as development, operations, communications, and program staff, in managing a database of 50,000+ records to support fundraising, communications, and program specific initiatives. The Database & IT Specialist is responsible for all aspects of the database including data entry, maintenance, data hygiene, list creation, and reporting.



- IT Management: Oversee office technology operations, including maintaining computers, software, network devices, and other technology and making recommendations for improving technological systems. Oversee cyber and technology security protocols and ensure practices are compliant with industry standards. Develop, implement, and communicate best practices for staff use of technology.
- Donation Processing: Produce timely donor acknowledgment letters, receipts, and pledge reminders/invoices with an emphasis on accuracy.

Required Qualifications and Skills:

- Three or more years of combined database or IT experience.
- Experience working with a diverse staff and infusing equity, diversity, and inclusion into all aspects of the employee experience.
- Ability to analyze problems, assess data, and recommend solutions.
- Strong organizational skills with the ability to exercise sound judgment while managing multiple tasks, meeting deadlines, and working under pressure without compromising quality.
- Strong attention to detail.
- Ability to work proactively and independently, as well as the ability to collaborate with colleagues and play a supportive role in team settings.
- Bachelor's Degree, or a comparable combination of experience and education.
- Passion for clean water, environmental justice, and a healthy environment.

Desired experience:

- Five or more years experience with EveryAction and Salesforce, or other databases.
- Five or more years experience with Google Suite and project management software.
- Experience with Apple devices.
- Experience with non-profit operations.
- Spanish fluency is a plus.

** A note to potential candidates: Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's welcome. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.*



Salary Range & Benefits: \$28 - \$35 per hour depending on experience. Benefits include medical and dental insurance, generous vacation package, paid holidays and personal days, 401(k) employer contribution and matching, an encouraging and flexible work environment, training budget, wellness stipend, and career growth opportunities.

To Apply: Email a resume and a short cover letter and three professional references to info@columbiariverkeeper.org with the subject line "Database & IT Specialist job." If possible, please combine the cover letter, resume, and references into a single PDF attachment titled "Last Name.First Name Database & IT Specialist."

Application Deadline: 4/8/2024. Consider applying early; the Hiring Team will review applications on a rolling basis.

Start date: Preferred start in May 2024.

Columbia Riverkeeper is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.