



ParentJobNet

Connecting Parents with Opportunities
A Non-profit Organization-501(c)(3)

DATABASE ADMINISTRATOR Volunteer Opportunity

Requirement: 5+ hours per week

Off-site: Work-at-home

Benefits/Perks: PJN Staff Member
Company E-mail address

Other Benefits:

- The assurance that you, personally, are helping to further our mission
- Professional credits: useful for job-hunting purposes, especially if you are not currently employed
- Internship credits, as applicable
- Possible future paid employment

ParentJobNet, Inc., a non-profit 501(c)(3) organization, whose mission is to help parents and caregivers get jobs, enhance their careers, and become financially knowledgeable, is seeking a Database Administrator.

Job Description:

The Database Administrator volunteer is responsible for developing and maintaining the organization's database management system and determining the best possible way to organize and store data. The ideal candidate will work closely with key members of the organization.

Responsibilities:

- Create a computer database using MS Access or another applicable database software
- Update the database system
- Fully understand the platform and/or software used to run the database
- Add/delete contacts to the database

Requirements:

- Individual should have a reliable home computer or laptop and Internet connection
- Ability to work independently as well as within a group structure
- Individual should have good communication skills both verbal and written
- Excellent knowledge of Access database management program

If interested, please send a cover letter and resume to info@parentjobnet.org for consideration. We will consider qualified candidates only. Be sure to type the name of the position in the "subject" field.