



EMPLOYMENT OPPORTUNITY
Database Specialist (Hybrid/ Part-time)

New Jersey Citizen Action (NJCA) is a statewide coalition and grassroots organization that fights for social, racial, and economic justice for all, combines political advocacy, electoral campaigns, public outreach, and community empowerment programs to make a real difference in the lives of everyday New Jerseyans. Our direct service includes health care ACA enrollment, housing counseling, foreclosure prevention, financial education and coaching, and tax preparation. Our advocacy efforts cover a broad range of issues affecting low-and moderate- income families, including quality and affordable health care for all, economic justice, worker rights, affordable utilities, consumer financial protection, and tax/budget fairness.

The Database Specialist will assist our Communications Team in updating, maintaining and improving our NJCA databases of clients and consumers, and perform other data-related tasks.

- Work with Communications Manager and other team members to streamline and consolidate our data collection and maintenance process with Capitol Canary and Constant Contact.
- Liaise with department heads and other staff to collect client and consumer data from event, surveys and other sources.
- Input client and consumer data into appropriate databases; make other changes to databases as needed.
- Assist with other data-related projects
- Work once a week in-person at our Highland Park office, other hours can be remote.
- Work between 8 to 12 hours a week, some travel may be required.

Requirements:

1. Excellent data entry skills
2. Strong attention to detail.
3. Familiarity with Microsoft Office/ Outlook
4. Good team player who can also work independently as needed.

Pluses:

1. Familiarity with Constant Contact and Capitol Canary a plus, but not essential. We will train the right candidate on our databases.

Compensation:

Part-time position, between 8 to 12 hours a week. Salary is between \$18 to 22 per hour depending on experience, with reimbursements for any necessary travel.

Email resume:

Jerome Montes, Communications Director
New Jersey Citizen Action
Email: jobs@njcitizenaction.org

NJCA is an Equal Opportunity Employer – Women, people of color, and LGBTQ applicants are encouraged