



Position: **Database & IT Coordinator**  
Organization: **Seneca Park Zoo Society**  
Date Posted: **January 11, 2019**  
Applications Due: **January 23, 2019**

Department: **Administration**  
Direct Supervisor: **IT/Systems Manager**  
FLSA Status: **Salary, Non-Exempt**  
Full-time/Part-time: **Tuesday to Saturday, 8:30 a.m. to 5 p.m.**

**General Summary:**

Provide all levels of support for Seneca Park Zoo Society's day-to-day operations to ensure data integrity so it can be used to analyze operations and identify trends.

**Responsibilities:**

- Review data as entered by other departments (Membership, Admissions, Education, Conservation, Development, Capital, Online) for accuracy within the Society's databases. Maintain data and coding in databases. Review any inconsistencies with the IT/Systems Manager.
- Prepare daily, monthly, and yearly reports and information for reconciliation with the Finance Department. Assist with attendance and revenue reporting.
- Utilize software (primarily Excel and Tableau) to provide visualizations and data analysis for various departments.
- Assist with training to better support all SPZS staff in Windows 10, Office 365, Altru, OneDrive, and SharePoint software.
- Write queries in Altru database for multiple departments as needed. Review and test for accuracy before delivery.
- Prepare and support deposit cover sheets for multiple departments, reports, coding, queries, exports, and data files from donor databases as directed by the IT/Systems Manager.
- Prepare, maintain, and distribute daily sales summary reports.
- Process invoices for school group sales and follow up with schools after invoices are left unpaid for more than 30 days.
- Configure letter templates (export to Word merge with conditional formatting) for all departments.
- Coordinate sign out of shared Society equipment; laptops, and projectors not including items owned by other departments.
- Assist IT/Systems Manager with support of Society's individual computers, network servers, phones, switches, and printers. When IT/Systems Manager is not available, act as main contact for Society staff.
- Assist with Zoo events when applicable. Includes evening and weekends as needed.
- Other duties as assigned.

**Qualifications:**

- Minimum Associates Degree in Computer Science or related field with minimum three years' experience.
- Computer competency essential, including Microsoft Office. Proficiency in Advanced Excel required. Blackbaud and Salesforce experience a plus. Database management experience a plus.
- Speed and accuracy essential.
- Demonstrates strong data analysis ability, organization, dependability, and communication skills. Ability to work well with team members and switch tasks as need requires.
- Accounting experience a plus.
- Willingness to work flexible hours and shifts as needed.

**Physical Requirements:**

- Ability to work at a computer for extended periods of time.
- Some lifting < 40 lbs.

**Application Instructions:**

All interested applicants must submit a current resume and a cover letter describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to: [rnorthrop@senecazoo.org](mailto:rnorthrop@senecazoo.org) with Database and IT Coordinator in the subject line or by hard copy to Database and IT Coordinator Search, Seneca Park Zoo Society, Attn: Ruth Northrop, 2222 St. Paul Street, Rochester, NY 14621. All applications must be received by 5 p.m. on 1/23/2019.

*The Seneca Park Zoo Society is an Equal Opportunity Employer*