

# Heritage BC



## **Database Administrator and Analyst**

- Part-time permanent position.
- Remote work from home. Salaried, based on 21 hours a week. Hours of work will ideally be during weekday business hours, with flexibility considered.
- \$32,700 CDN with full benefit package.
- Reports to the Executive Director, with a close working relationship with Communications, Development and Membership Coordinator.

**How to Apply:** Please send your cover letter and resume to [humanresources@heritagebc.ca](mailto:humanresources@heritagebc.ca) with the subject line: “**Database Administrator and Analyst Application**”. Applications will only be accepted by email. Only PDF documents will be accepted. No phone calls please. Closing date: November 1, 2024.

The Search Committee appreciates your interest in this position but only the candidates selected for interviews will be contacted. All applications will be treated in confidence.

## **About Heritage BC**

Heritage BC (HBC) is a member service organization with a proud legacy of providing programs and services to a diverse membership. [Heritage BC](#) supports and advocates for the broad heritage sector across British Columbia through education, training & skills development, capacity building in heritage conservation and planning, & grant funding through the Heritage Legacy Fund (HLF). Heritage BC offers the opportunity to work with heritage focused organizations, municipalities, and First Nations and their communities across the province.

Heritage BC is an organization that respects equity, diversity and inclusivity and is a leader in the heritage sector for developing resources on Indigenous engagement supporting reconciliation, and awareness of the impacts of Canada’s colonial history. In addition to inclusive hiring practices, Heritage BC has developed heritage sector resource materials that encourages improving organizational capacity through diversity and inclusion.

The entire staff team at Heritage BC supports the strategic priorities of: being a guiding leader and supportive connector for the heritage sector, building awareness of the importance and diversity of cultural heritage, building community partnerships and maximizing capacities of communities, and supporting being a member service organization in general.



## Job Summary

Heritage BC is seeking a Database Administrator and Analyst to help us centralize and manage our data, enabling us to make data-driven decisions that support our mission. The ideal candidate will lead the implementation of a new CRM or database system(s), consolidating and streamlining current data tracking across programs such as membership, grants, and events.

This is a new role for our organization, requiring an individual who can turn data into actionable intelligence to drive advocacy, help build relationships, and enhance programs. As part of a small, dynamic team, you will collaborate with various departments to improve data management, reporting, and strategic decision-making.

## ACCOUNTABILITIES

- **Database Implementation & Management:**
  - Assess current data systems and lead the selection and implementation of a CRM/database(s) to work towards centralizing the data we gather.
  - Ensure the database is adaptable for Heritage BC's evolving data needs.
  - Handle data entry, maintenance, and security of existing and new systems.
  - Establish data collection policies and standards across the organization.
- **Data Analysis & Reporting:**
  - Evaluate and improve current data collection methods across membership, grants, and program attendance.
  - Generate reports and insights to support advocacy, programming, and funding efforts.
  - Identify new data sources that can enhance organizational capacity and effectiveness.
- **Support & Training:**
  - Serve as point person for database related troubleshooting. Provide staff training and technical support on active databases as needed.
  - Ensure data security and compliance with best practices.
  - Guide how the team will interact with databases and build a robust database culture for the organization.
  - Collaborate with departments to support strategic objectives and enhance data-driven decision-making.
  - Stay current and seek out training for yourself on how to support a staff team in data collecting and their strategic use of databases.



## **QUALIFICATIONS AND EXPERIENCE**

- Minimum 3 years of experience in database management, administration, or related roles.
- Post-secondary education or formal training in information technology, database administration, or a related field is considered an asset.
- Proven ability to implement and manage CRM systems to achieve organizational goals.
- Strong data analysis skills, with experience in developing reports and insights.
- Strong organizational skills with the ability to multitask and prioritize in a remote work environment.
- Excellent communication skills, with a focus on collaboration and staff support.
- Experience in the non-profit sector and understanding of the heritage sector is an asset.

## **Skills & Attributes**

- High attention to detail and a passion for database management.
- Problem-solving mindset with the ability to troubleshoot technical issues.
- Experience with tools such as Gmail, MS Excel, Google Drive, and other software relevant to database management.
- Commitment to equity, diversity, and inclusion, with an understanding of heritage's role in addressing colonial legacies.
  - It is important that there is personal recognition that museums, archives and historic sites are tied to a legacy of colonial power structures and discriminatory methodologies that have discredited and erased diverse communities. You will be committed to listening, understanding and responding to the change needed to bring about responsive collaboration and reconciliation within communities.