

**CATHOLIC CHARITIES OF TENNESSEE, INC.
POSTING ANNOUNCEMENT**

Database Specialist

Catholic Charities is seeking candidates for the position of Database Specialist at our main office located at 2806 McGavock Pike, Nashville, Tennessee, 37214. This position is 37-1/2 hours per week from 8:00a.m. to 4:30 p.m. Monday through Friday with some flexibility required.

We are seeking a qualified person who would be responsible for ensuring data integrity within Catholic Charities' database, provide technical support to non-technical users, produce reports and assist with database setup and maintenance.

Education/Experience:

- Bachelors' degree or equivalent experience required
- Working knowledge of Salesforce user permissions, validation rules, workflow rules, process builder, page layouts, custom object, custom fields, reports, and dashboards; experience with basic Apex triggers and basic Visualforce a plus
- Proficient in Microsoft and Windows products

Other Skills or Requirements:

- Experience working with large datasets
- Training non-technical staff to use Salesforce and follow established best practices
- Experience working with sandbox and productions environments to manage/test functional or process changes
- Ability to solve problems by leveraging database and technology solutions
- Strong communication (oral and written) skills required
- Effective interpersonal and communications skills to build relationships and advocate for the needs and concerns of our client community
- Must exercise good judgement, courtesy, and tact in dealing with the public, and in giving and obtaining information
- Must be cordial in work under pressure and/or meeting deadlines
- Ability to follow tasks through to completion
- Must be able to work well both independently as well as part of a team
- Knowledge and adherence to strict confidentiality and HIPAA standards a must
- Must pass a background screening which includes fingerprinting
- Experience with a social service agency preferred

Competitive salary with excellent benefits package. Please email cover letter detailing how candidate meets posted minimum requirements with salary history and resume to jstrausbaugh@cctenn.org.

POSTING DATE: February 25, 2021

DATE AVAILABLE: March 1, 2021

Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.