



JOB TITLE: Database Coordinator

REPORTS TO: Associate Director for Database Systems

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to provide database support with data entry, the maintenance of donor records, imports, donor mailings and other office administration tasks related to fundraising.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Prepare excel spreadsheets for database imports from various sources, including VolunteerHub and Vonigo programs.
- Generate acknowledgment letters and labels, manage daily mailings, and general filing.
- Provide database support, including adding constituent records, media uploads, merging duplicate records, and updating unsubscribed and undeliverable emails.
- Provide general event support, which may include event registration, auction support, data entry and other duties as needed.

SUMMARY OF JOB QUALIFICATIONS

- 1 year of Microsoft Suite experience, specifically Word, Excel
- Strong written and verbal communication skills
- Attention to detail
- Computer proficient
- Raiser's Edge, Donor Perfect, or any similar fundraising and database software experience preferred, not required.
- An understanding of Habitat for Humanity and commitment to its mission

Bi-Lingual (English and Spanish) not required but preferred. This is full-time position. Work schedule is Monday - Friday, 9:00 am – 6:00 pm. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental, and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores.

Visit us at: www.habitatla.org

Employment is contingent upon completion of a satisfactory background check and drug screen

**Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status and will consider qualified applicants with criminal histories in a manner consistent with the [Los Angeles Fair Chance Initiative for Hiring](#).*



Building a Greater Los Angeles

Compensation: DOE



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