



Organization: United Way of the Midlands
Job Title: Database Curator
Department: 211 Helpline
FLSA Status: Full-time, Hourly, Non-Exempt
Location: Omaha, NE

About United Way of the Midlands:

Since 1923, United Way of the Midlands (UWM) has served the Omaha-Council Bluffs metro by bringing together the business, government, and not-for-profit sectors and raising money to support our community's most impactful health and human service programs. UWM's funded programs and direct services – including JAG Nebraska, 211, and the Weatherization Assistance Program – focus on four key areas to improve health and well-being for all, build financial stability and strength, help young people realize their full potential, and address urgent needs today to advance a better tomorrow. At United Way, we are committed to fostering integrity, inclusion, and responsibility across our work where all employees feel valued, respected, and empowered to bring their unique perspectives and experiences to the table.

UWM's Mission:

United Way of the Midlands **UNITES** our community's **CARING SPIRIT** to build a **STRONGER** tomorrow.

Guiding Principles:

At United Way of the Midlands, we...

- Build **TRUST** in everything we do.
- Extend **GRACE** by thinking beyond ourselves.
- Show **GRIT** by bringing it everyday.
- Be **OPEN** to embracing others' differences.
- Actively **ENGAGE** by listening and sharing.
- Live **CURIOUSLY** to learn constantly.

Database Curator Summary:

The primary focus of the Database Curator is the development and maintenance of the 211 Resource Database. The Database Curator will follow processes to ensure accuracy, consistency, integrity, and timeliness of the database. The Database Curator will directly communicate with service providers to update and correct information to ensure data integrity and adherence to Inform USA and internal standards.

Responsibilities:

- Responsible for gathering, updating, and entering data for new and existing community resources. Ensures all records are verified at least once a year. Conducts follow-up, as needed.
- Follows procedures for gathering and entering information into the database for interim changes to resources throughout the year.
- Follows formalized procedures for inputting and correcting agency information; continuously monitors and makes recommendations on taxonomy applications and other fields, as needed.
- Asks appropriate questions to determine whether potential new agencies/services meet inclusion criteria, correctly applies the criteria in selecting agencies/services to be included, and follows notification procedures when an agency cannot be included in the resource database.
- Trains and supports staff from external organizations to provide new information and update existing information about their agency, sites, and programs

- Uses excellent grammar and writing skills to encapsulate and describe the details of an agency's services, eligibility requirements, intake procedure, etc.
- Monitors external media, team feedback channel, and other credible sources for information about new and changing resources and follows up with the agency accordingly.
- Serves as a liaison with community partners. Assists in ensuring that terms of database-related grants, contracts and agreements are implemented and that full compliance is sufficiently documented.
- Represents 211 at virtual and/or in-person community meetings and events with a dual focus of promoting the 211 Helpline and gathering pertinent updates from community agencies.
- Driving is an essential function of this position
- Other duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Required Skills and Abilities:

- High level of professionalism, confidentiality, and capacity to work independently.
- High level of written and verbal communication skills with attention to detail and organization.
- Must be able to speak and type with excellent grammar and spelling.
- Must have the proofreading skills to identify and correct errors.
- Ability to work effectively as a team member and assist other staff members willingly.
- Ability to work alternative schedules and demonstrate flexibility in times of disaster.
- Engage in and maintain knowledge of UWM programs and strategies.
- Proactive in engaging in or seeking out self-learning opportunities.
- Must have a valid driver's license and reliable transportation to attend community meetings and events.
- Knowledge of database software; Internet software; Microsoft Office suite applications
- Completes the Inform USA Community Resource Specialist – Database Curator certification exam within six months of eligibility to ensure adherence to industry standards and quality service delivery.

Education and/or Experience:

- Associate's degree (preferred) from two-year College or University and/or one to two years related experience and/or training in social services, human services, library science, and communication.
- A high school diploma or GED is required for this position.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must occasionally lift and/or move up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.