

Database and Support Specialist

Are databases and technology on your list of favorite things? Then this is the job for you! Join our team and help us continue to build the top trade association for XXX in XXX. XYZ is looking for an enthusiastic, motivated team player to administer our membership database, manage our website and network, monitor/report on new technology trends in banking, produce and distribute e-publications and other member communications.

Job Requirements

Education, training, experience:

The ideal candidate: at least three years' experience in databases, plus website management and content production. Must be dedicated to accuracy, detail-oriented, committed to quality results, and thrive on multi-tasking and meeting deadlines.

Experience required in HTML/Dreamweaver, Photoshop, Adobe Acrobat, Microsoft Office, association management systems/databases (like YourMembership), marketing email platforms, online survey instruments, and social network platforms. Bachelor's degree in related fields preferred.