



**Omega Community Development Corporation
Hope Zone Database System Administrator**

TITLE: Hope Zone Database System Administrator

FLSA CLASSIFICATION: Exempt, Salaried

SALARY RANGE: \$72,000-\$85,000

REPORTS TO: Hope Zone Project Manager

EFFECTIVE DATE: TBD

LOCATION: Dayton, OH

POSITION TYPE: Full time

ABOUT OMEGA CDC

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, opened in November 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and a worship center.

ABOUT THE HOPE ZONE PROMISE NEIGHBORHOODS

Motivated by the need to strengthen and sustain a measurably impactful system of change for 6,700 children and 3,400 families living in Northwest Dayton, the Hope Zone Promise Neighborhoods is an initiative that is premised in racial equity, informed by community engagement, and vitalized by continuous identification, assessment, and analyses of gaps and barriers to mitigate generational poverty.

POSITION DESCRIPTION

The Database Systems Administrator will track, collect, aggregate, and report quantitative and qualitative data and information; develop and ensure standards for the fidelity of data; prepare data for meetings and presentations; work collaboratively with all stakeholders and content experts to source and provide needed in-depth information. The Database Systems Administrator is an internal staff member working as the liaison with Mined XAI (our data analytics partners) and the Data/Research workgroup.

PRIMARY RESPONSIBILITIES

- Work with the Mined XAI to build database systems of high availability and quality
- Co-Lead the Data & Research arm of the Hope Zone Promise Neighborhood collective impact structure
- Design and implement database in accordance to Omega CDC needs and views
- Work with Director of Operations and Mined XAI to define users and enable data distribution to the right user, in the appropriate format, and in a timely manner
- Minimize database downtime and manage parameters to provide fast query responses
- Provide proactive and reactive data management support and training to all staff and Hope Zone partner organizations
- Determine, enforce and document database policies, procedures and standards
- Perform tests and evaluations regularly to ensure data security, privacy and integrity
- Monitor database performance, implement changes and apply new patches and versions when required
- Work with the Project manager and Data Analyst to develop and present data to Executive Leadership, Board, and Hope Zone Backbone Support team.

QUALIFICATIONS

- Proven working experience as a Database Administrator, Data Analyst, or Researcher
- Previous experience with data and/or database systems in a social services and/or education institution
- Hands-on experience with database standards and end user applications
- Excellent knowledge of data backup, recovery, security, integrity and familiarity with database design, documentation and coding
- Familiar with Salesforce data system
- Great communication skills and data analysis.
- Previous experience with case tools (frontend/backend) and third party tools
- Familiarity with programming languages API
- Problem solving skills and ability to think algorithmically
- BS degree in a computer discipline or relevant certification

WORKING CONDITIONS:

Work is performed primarily in the Hope Zone (Northwest Dayton). Some local travel is required for meetings, community engagement, and required presentations. Longer distance travel may be required for necessary trainings. Normal office hours are 9am – 5pm, Monday through Friday. Some evening or weekend hours will be required.

To apply, submit your cover letter and resumé to theomegacdc@gmail.com with “Family Coach” in the subject line. Applications close on March 15, 2023.

NON-DISCRIMINATION POLICY

Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any

employee, applicant for employment, subcontractor or vendor; or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.