

**Position Title:****Database Coordinator****Reports To:**

Director of Client Services

Department

Communications and Business Development

Job Status, Classification:

Full time Regular, Non-exempt

Position Summary

The Database Coordinator assists the Communications and Business Development teams with information entry in systems and databases. Reporting to the Director of Client Services, the person in this position is responsible for ensuring accuracy and timely availability of data in See Monterey's Customer Relationship Management and Content Management Systems.

The ideal candidate in this role will:

- Be a thoughtful team member
- Always bring their best possible self and work
- Commit to quality and consistency
- Seek opportunities to grow and improve
- At all times be trustworthy, honest, and accountable
- Positively contribute to the team culture
- Create success through passion for the hospitality industry, the destination, and the vision, mission and values of the organization

Role and Responsibilities

- Creates press clippings of direct media results; drafts partner-facing press placement emails in a timely manner.
- Maintains and utilizes media database for weekly compilation of press coverage.
- Imports coverage into CRM database and tag members.
- Updates monthly reporting document(s).
- Enters group business accounts, contacts and events into the CRM database.
- Tracks participation and outreach at tradeshow and events by creating and tagging accounts and contacts in CRM.
- Assists in database cleanup including merging duplicate accounts and contacts, verifying active contacts and other data entry projects as requested.
- Fosters positive relationships with stakeholders
- Contributes to our safe, healthy, harmonious, positive, productive and work culture and environment.

Supervisory Responsibility

This position has no supervisory responsibility.

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Other Duties

Please note this job description does not cover or contain all activities, duties or responsibilities that are required of the team member for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Expected Competencies and Performance Attributes

- Detail oriented and highly proficient in dealing with data
- Highly skilled in use of databases and data management systems
- Highly skilled in using Microsoft Excel
- Familiar with cloud computing environments
- Excellent work habits and commitment including a willingness to work diligently to get the job done, especially when deadlines cause greater than normal workloads
- Understanding of and compliance with confidentiality regarding data at all times
- Ability to produce accurate and professional reports and documents
- Excellent oral and written communication skills
- Ability to follow directions and adhere to standards of excellence

Desired Education and Experience

- Practical work experience in data entry and systems management
- Experience with internet based databases
- Prior Destination Marketing Organization (DMO) or non-profit experience
- Fundamental knowledge of CMS/CRM systems

Work Environment

This position operates in a clerical office setting. This role routinely uses standard office equipment including computers, keyboards, phones and a copier/scanner.

Physical Demands

This is largely a sedentary role with extended work time sitting at and using a computer including a keyboard and mouse. The person in this role must have the ability to sit for extended periods of time, lift and carry items, walk up and down stairs, and bend/sit and stand routinely and regularly.

Position Type/Expected Hours of Work

This is a full-time in-market (Monterey) position. The regular schedule of work is Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work is not expected.

Travel Expectation

This position does not require the ability to travel.

See Monterey offers a comprehensive and competitive Team Member Investment package including compensation, professional development, paid time off, paid holidays, paid bereavement, paid social responsibility and jury duty time off, 401k plan and group health, dental, vision, life and long-term disability insurance coverage.

If you are interested in joining our team, please send your cover letter and resume to HR@seemonterey.com

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