

Position Title: Database Specialist
Reports To: Director of Community Relations
Department Community Relations
Job Status, Classification: Temporary, Part-time, Non-Exempt

Position Summary

The Database Specialist is responsible for updating the information presented to consumers in Customer Relationship Management (CRM) system. The person in this position will contact MCCVB members and update database records ensuring the accuracy of information on SeeMonterey.com.

The ideal candidate in this role will:

- Aspire to inspire transformational moments
- Be a strong, strategic, thoughtful leader
- 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

- Contact members via phone and email
- Update database records with accurate information including but not limited to the member business name, contacts, category(ies), businesses addresses, websites, phone numbers, descriptions, social media links and other information that appears on SeeMonterey.com
- Promote positive relations with MCCVB members
- Contribute to our safe, positive, harmonious and healthy work environment

Other Duties

Please note this position description does not cover or contain all activities, duties or responsibilities that are expected of the team member for this position. 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

- Time management skills
- Ability to prioritize and balance multiple tasks simultaneously
- Professional interpersonal skills and presentation of self
- Superior proofreading, written and verbal communication skills
- Results driven, proactive and able to work well independently
- Ability to thrive in a fast-paced work environment

- Ability to execute tasks with minimum supervision
- Ability to work under pressure and maintain professionalism
- Ability to recognize and maintain confidentiality of information
- Ability to maintain professional conduct at all times
- Ability to maintain an excellent attendance record

Desired Education and Experience

- Minimum 1 years' experience using a CRM or similar database system
- Knowledge of Monterey County products and assets
- Experience in the hospitality or meetings industry
- Proficiency using computers including Microsoft Office software and Windows operating systems.

Supervisory Responsibility

This position has no supervisory responsible.

Work Environment

This position operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, copiers, and filing cabinets.

Physical Demands

This is largely a sedentary role with extended time sitting at a desk and working on a computer. This role requires the ability to open filing cabinets and bending or standing frequently as necessary. The position may include extended periods of standing or sitting are expected.

Position Type/Expected Hours of Work

This is a part-time temporary position. The position will end on June 30, 2021. Hours of work will be flexible within the regular workweek of Monday through Friday, 8:30 a.m. to 5 p.m. PST. The expected amount of work will be thirty (30) hours per week.

Travel Expectation

This position does not require travel within or outside of Monterey County to achieve the desired outcome.

Additional Eligibility Qualifications

None required for this position.

This position is offered at \$14.00 per hour for up to thirty (30) hours per week. If you are interested in joining our team, please send your cover letter and resume to HR@SeeMonterey.com