



## Work Study Position Description

### Database Assistant (Salesforce) Foundation for International Understanding Through Students (FIUTS)

**Job Location:** 909 NE 43rd St Ste 210 Seattle, WA 98105

**Pay Rate:** \$20/hr

**Employment Period** Summer, Academic Year

**Hours Per Week:** Academic Year: Part time; Summer: Part time or full time

**Contact Supervisor** Era Schrepfer

**Phone Number** (206) 437-8056

**Email Address** [era@fiuts.org](mailto:era@fiuts.org)

**Website** [www.fiuts.org](http://www.fiuts.org)

**Nature of Organization:** **FIUTS** (The Foundation for International Understanding Through Students) advances international understanding through cross-cultural experiences, student leadership, and community connections. Founded in 1948, FIUTS promotes engagement between international students, U.S. students, and members of the Puget Sound community, building bonds of friendship that extend beyond borders and stereotypes and inspires a new generation of global leaders.

**Nature of Position:** The Database Assistant (Salesforce) supports our staff to ensure the accuracy and accessibility of the FIUTS Salesforce Database. This role involves data management, report generation, and general database support, contributing to the efficiency and effectiveness of FIUTS operations.

### Duties and Responsibilities

- **Enter and Manage Data:** Ensure that information is accurately entered into the Salesforce system, adhering to proper procedures for formatting and securing data. Work to maintain data integrity while making changes.
- **Prepare Reports and Documentation:** Collaborate with staff to identify reporting needs and create custom reports for regular and one-time reporting requirements. Prepare mailing lists and other requested reports.
- **Database Maintenance:** Regularly update and clean the database to ensure data accuracy and remove duplicates or outdated information.
- **Support Database Users:** Provide assistance to staff and volunteers on how to use the Salesforce database effectively. Troubleshoot and resolve any database-related issues.

- **General Office Support:** Provide data entry and general office support as needed. Assist with administrative tasks and special projects assigned by other staff members.
- **Event Participation:** Attend events and meetings as a representative of FIUTS when required.

### Minimum Qualifications

- Education/experience with databases (Salesforce or similar database systems)
- Strong attention to detail and ability to focus in a busy nonprofit setting
- Creativity and problem-solving skills
- Interest in nonprofit organization management
- Ability to balance multiple priorities and work with minimum supervision
- Able to work effectively both independently and as part of a small team

### Educational Benefits

This position offers candidates an opportunity to gain concrete experience in a nonprofit office setting and to develop skills in database management and reporting. Work study employees at FIUTS also have opportunities to learn and practice other nonprofit professional skills, including planning, fundraising, communications, and social media.

### How to Apply

Please send your resume and cover letter via email to [era@fiuts.org](mailto:era@fiuts.org). Preference will be given to candidates with the potential to stay for one year or more, but feel free to apply even if this is not true for you.