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**Apricot Administrative Specialist** (Part-Time;) 15-20 hours per week

**Location:** Remote

**Salary:** $15 per hour

**Position Summary:**

The Apricot Administrative Specialist is responsible for working with the program staff for the development and maintenance of accurate and complete client records in a confidential manner, and ensuring that all information is properly inputted. The specialist will also assist with record coding, report generation and record audits. Maintains database by planning, monitoring, and improving performance.

**Responsibilities**:

* Assist with inputting information for client records into database
* Assess database performance by developing a protocol for measurement of results and identification of problem areas.
* Support database performance by monitoring database performance; evaluating and resolving processing and programming problems; designing database management tools; answering user questions.
* Secure database by preparing access and control policies and procedures; implementing disaster recovery procedures.
* Maintain the overall quality and integrity of Apricot database, including working with Apricot support staff to troubleshoot problems with the database and staying current with updates to the system
* Conduct regularly scheduled record audits to ensure the integrity of the database
* Create and pull reports for various grant related reports

**Qualifications:** • A minimum of 3-5 years of experience with Apricto • Advanced working knowledge of Microsoft Office products. • • Understanding of database basics • Excellent oral and written communication skills. • Ability to exercise good judgment and act diplomatically. • Initiative; self-starter; ability to work independently. • Demonstrate ability to work within a time-intensive, highly participatory and collaborative environment with a strong team orientation.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**If interested please send your resume and cover letter to hope@mysistershouse.com**