Prep for Prep is an education and leadership development program that creates ethical and effective leaders who reflect our diverse society for the benefit of all. Prep identifies New York City’s most promising students of color, prepares them for success at the nation’s top independent schools throughout the Northeast, and supports their academic and personal growth through college graduation. Today, over 5,000 students and alumni in the Prep for Prep Community are leaders in every field imaginable.

The Database Administrator will support a not for profit organization in the efforts of managing our primary database run on Filemaker. Additionally, some front end development will be necessary for our supported webpages internally and externally. The Database administrator will also be expected to assist in standardizing processes for all departments, automating flow, presenting information through dashboards and layouts, and building controls to prevent errors.

The Database Administrator’s responsibilities include, but are not limited to, the following:

- Development of queries to synchronize, monitor, and control the Filemaker Datasource
- HTML, CSS, Javascript creation and editing based on organization needs
- Development of stored procedures for SQL jobs to report on processes anomalies
- Configuration of Task Scheduler tasks with corresponding SQL queries and store procedures for processes automation
- Optimization of existing queries and stored procedures
- Root-cause analysis of issues, debugging of errors and coding changes as necessary
- Work closely with the Admissions and Alumni Affairs departments to assist with any reporting needs & solutions/automation findings.
- Establish and maintain systems and controls that verify the integrity of all systems, processes, and data, and enhance the organization's value

Background / Experience

- 1-2 years as a SQL Server queries Developer
- 1-year experience in front-end development
- Excellent analytical, troubleshooting and problem-solving skills
- Exceptional interpersonal and communication skills - proven ability to interface effectively with all levels of the organization
- Flexibility and adaptability to different situations
- Passion for delivering actionable insights
- Strong communication (verbal and written) and presentation skills
• Ability to work autonomously, perform well under pressure and manage change effectively
• Shows value for different opinions, shows flexibility to different opinions.
• Shows interest to learn and share from others.
• Learns and interacts positively with the environment
• Demonstrate strong time management, prioritization, and organizational skills
• Demonstrating good knowledge of Filemaker and Coldfusion is a plus
• Awareness and knowledge of Amazon Web Services, Microsoft Azure Cloud is a plus
• Awareness of Machine Learning and Neural Networking is a plus

**How to Apply:** Please email a cover letter and resume with the subject line “Database Administrator” to personnel@prepforprep.org and bhenriquez@prepforprep.org

*Prep for Prep does not discriminate on the basis of race, color, religion, sexual orientation, or ethnic or national origin and is an equal opportunity employer.*