ANNOUNCEMENT OF VACANCY

**Membership Data Systems Coordinator**

**Professional Staff Congress, AFT Local 2334**, is a progressive, activist union, representing 30,000 faculty and staff at The City University of New York (CUNY). PSC is seeking to hire an experienced individual who will help maintain an integrated organizing/membership/grievance/arbitration database as well as train and support staff and elected leadership in tracking, reporting, and analyzing membership outreach, member activity and contract enforcement actions.

**Summary of Responsibilities:**

•Provide guidance and advice to staff and elected leaders on how to record data and run reports/queries

•Manage end user access, rights, and roles; facilitate on-boarding of new users

•Import datasets as needed

•Generate reports and queries and assist staff and elected leadership in obtaining the data they need; review the results of queries to ensure data integrity

•Proven track record of creating reference guides, user manuals, and data dictionaries

•Identify new opportunities for data analysis to support organizational goals

**Qualifications:**

* Demonstrated commitment to progressive trade unionism and social justice
* Meticulous with strong data analysis skills.
* Strong written and verbal communication skills and ability to communicate effectively with end users with a range of comfort using data
* Knowledge of SQL, coding, ability to scrape data from websites, familiarity with data visualization tools, Airtable, Prizm a plus.

**Education and other Requirements:**

* Bachelor’s degree in computer information systems, computer science, data analytics or the equivalent
* 2+ years’ experience in database management

**Compensation and benefits:**

For this role, PSC/CUNY offers a competitive salary package of $75,000-$95,000, depending on experience, with excellent benefits, including family medical and dental coverage, a pension and generous paid time off.

If you are excited about this role and feel that you can contribute to the organization, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

*The PSC is committed to creating a diverse environment and strives to achieve equity for all as we work towards economic, racial, and social justice. We particularly encourage women, people of color, people with disabilities, LGBTQIA+ and working-class folks to apply.*

**Schedule: Primarily in person**

**How to apply:**

Position is open until filled.

To be considered in the first review of applicants apply by July 15, 2024

Send cover letter and resume to: Denise Poché-Jetter, Director of Human Resources and Operations, [**dpjetter@pscmail.org**](mailto:dpjetter@pscmail.org?subject=Director%20of%20Legal%20Affairs%20%20(through%20UnionJobs.Com))