Database Administrator
Position Description

Overview of Boston After School & Beyond

Boston After School & Beyond (BASB) is a nonprofit intermediary founded in 2005 that connects school, after school, and summer learning so that young people can develop to their full potential. A local organization with a national reputation, BASB catalyzes partnerships among the City of Boston, the Boston Public Schools, local and national funders, researchers, and over 230 programs to test new ideas and bring successful approaches to scale. BASB's efforts will reach nearly 18,000 students in 2018, and will continue to expand its reach in the coming years.

Young people need opportunities to acquire the knowledge, skills, and experiences necessary to thrive in school, college, work, and life. The time spent outside of school—particularly in high performing after-school and summer programs—represents an opportunity for youth to develop and practice these skills, expand social networks, and build background knowledge.

BASB has a lean and productive staff focused on designing, building, and supporting a citywide learning system that draws on the strengths of Boston's rich and diverse array of programs, in concert with schools, in order to maximize the time spent outside of school. By working with BASB, programs pursue common goals, implement shared measurement, and have a greater impact on closing opportunity and achievement gaps than they would if they worked in isolation.

A robust measurement and professional development system and the Achieve, Connect, Thrive Skills Framework underlie BASB's four major initiatives around summer learning, social-emotional learning, STEM (Science, Technology, Engineering, and Math), and teen expanded education. The size of BASB's program network has nearly doubled over the past two years, creating greater demand for BASB's service, particularly in data reporting.

BASB seeks a Database Administrator who can manage and expand our systems to provide a dynamic, interactive dashboard version of the Program Report for Improvement and System Measurement (PRISM). This Database Administrator will also manage internal reporting systems to ensure data availability for all stakeholders. The right candidate will have a combination of technical abilities and customer-service orientation to manage our data in our effort to support program partners.

Responsibilities

The Database Administrator (DBA) is responsible for the management of our database to ensure secure data access and availability for all stakeholders. The DBA will ensure that BASB partners receive accurate and timely data to support their students. The DBA will be expected to collaborate with the Measurement & Improvement team to meet stakeholder needs, and will report to the Director of Measurement & Improvement.

1. Manage and maintain our database to allow secure, efficient, and effective access of information for all stakeholders.

2. Revise practices and processes as necessary to enhance efficiency of user access.

3. Plan and implement regular system upgrades to enhance service continuity and user experience.

4. Minimize user/system downtime by providing Level III support to team members; escalate unresolved system issues to appropriate vendors and manage these in accordance with agreed service level agreements.

5. Ensure effective access to data and information assets while maintaining the requirements of security, privacy, and confidentiality.

6. Support BASB's broader agenda, including participating in BASB meetings/events and other duties as assigned.

Required Skills and Attributes

- Administrative and development experience with SQL Server, including significant production support.
- Experience installing, configuring, and supporting SQL Servers.
- Experience with database security, scaling, and performance.
- Advanced knowledge of the principles of database design and maintenance best practices.
- Understanding of database virtual and physical resource requirements and experience planning for large scale database environment.
- Familiarity with Data Warehousing, software development life cycle (SDLC) and disaster recovery planning.
- Hands-on experience with transactional replication and mirroring.
- Understanding of and ability to make recommendations regarding local and federal laws related to data privacy and security.
- Experience with Transact SQL, SISS package development, SQL Server database development/programming preferred.
- Experience with Microsoft Power BI or other business intelligence platforms preferred.
- Familiarity with Salesforce and ArcGIS software a plus.

- **Initiative**. Experience with identifying problems and leading implementation of solutions to ultimately improve output.
- **Detail-Orientation**. Proven track record of thinking through all aspects of an event, program, or project and addressing all issues.
- **Organization**. Experience with managing multiple simultaneous projects successfully, demonstrating time management skills.
- **Collaboration**. Experience working effectively with others, including within a team, across an organization, or with customers.

Salary
Commensurate with experience.

To Apply

Please email a resume and cover letter to jobs@bostonbeyond.org, with Database Administrator in the subject line. Your cover letter should describe your interest, qualifications, and experience as they relate to this job.

Boston After School & Beyond is an Equal Opportunity Employer.