



JOB POSTING - DATA MANAGER

POSITION TITLE: Data Manager
LOCATION: Flexible
DURATION: 12 months
HOURLY WAGE: \$20/hour – 10 hours/week

ABOUT NAPD:

NAPD is a non-profit membership association of nearly 15,000 public defense professionals around the country. The Data Manager would join three current staff who work from California, Kentucky, and Texas. Our mission is to bring meaningful access to justice for poor people and marginalized communities and stop systemic injustice.

POSITION DESCRIPTION:

The Data Manager would be responsible for assisting in the management and improvement of NAPD's member database, working with individual members to troubleshoot technological issues that affect their individual membership (i.e. password reset issues and website navigation), assisting in the management of NAPD's five major listservs (internally hosted), working with member organizations to increase successful email communication generated by NAPD and implementing tools to allow us to understand who is using our online resources. The contract will be for a term of 12 months, with the opportunity to extend. There are no benefits or equipment associated with this position.

ABOUT APPLICANTS:

The Data Manager should possess the following:

- Experience in database management or a deep understanding of database functioning;
- Experience in online data collection tools;
- Experience in customer service and problem-solving;
- A commitment to social justice.

All inquiries should be sent to heather@publicdefenders.us

The position will be open and advertised until filled.
NAPD is an equal opportunity employer.