



## **Database Manager**

Deep Roots is a nonprofit that works with children, who are disconnected through homelessness and provides transitional and emergency shelter to families in need. We are looking for an individual to help manage our database. If you are computer or tech savvy and interested in the opportunity to help a young organization keep its database in order, let us know.

### **Duties:**

- Remove duplicate fields.
- Maintain and update database as needed.
- Communicate with our board about status of the database.
- Develop a familiarity with the entire database over time and recommend ways it might be developed with new contacts.

### **Qualifications:**

- Computer/tech savvy.
- Commitment to confidentiality.
- Responsible and reliable.
- Able to work independently.

### **Benefits:**

- A sense of pride and accomplishment for helping those less fortunate.
- Giving back to your community.
- Letter of reference, if requested.

To get started, please fill out our application at <http://bit.ly/2cXLHj>

If you have questions or would like more information, email [volunteer@deeproootsinc.org](mailto:volunteer@deeproootsinc.org)  
or call 302-588-2159.