



Data Entry Assistant; Full-time, Temporary (8 weeks)

Reports to: Development Database Manager and Event Support (June-July)

About Marin Country Day School

MCDS School is an independent, K-8, co-educational day school enrolling approximately 590 students from across the Bay area, drawing equally from San Francisco and Marin.

Our mission at MCDS is to
create an inclusive community of learning
that inspires curiosity, empathy, and action.

We actively seek diversity in our administration, faculty and student body. As a school, we affirm that human diversity includes, but is not limited to: age, family structure, gender, gender identity and expression, race, ethnicity, national origin, religion, sexual orientation, socioeconomic class, physical ability, and learning style. As our Statement of Community and Inclusion indicates, "Ours is a Community that would be uncomfortable without diversity and, therefore, has been intentional about creating and nurturing a diverse group of adults and children who share the core values of respect, responsibility and compassion."

At MCDS, every employee is integral in creating a learning community in which all seek to improve as practitioners, learners and team members, and we support our outstanding faculty and professional staff through our strong professional development program.

Overarching responsibilities:

- Complex data entry in multiple databases
- Filing/updating/organizing/auditing of physical and electronic records

June-July (8 weeks) - Development Database work may include:

- Updating constituent information in Raiser's Edge (e.g. returned mail, alumni email updates, former faculty/staff emails, volunteer committees, Board membership, changing constituencies)
- Importing data from student database to Raiser's Edge (e.g. creating records for new families and building relationships)
- Running accuracy checks on new records and email queries
- Cleaning up the *Do Not Mail* attribute

Job Requirements:

- Experience with databases (query design, spreadsheet manipulation, records management...), PC & Mac operating systems, Google Docs & Sheets, Gmail, Microsoft Office programs
- Quick, curious learner; self-starter
- Collaborative team player
- Satisfactory TB risk assessment
- Clear Criminal History Background Check

Essential Functions:

- Understands and supports the MCDS mission and philosophy
- Models nondiscriminatory practices in all activities
- Displays knowledge of and administers school policies, procedures and practices
- Maintains confidentiality of student, family and personal information

MCDS is an equal opportunity employer and promotes the principles and practices of diversity throughout the school community. Compensation is competitive.

Web: www.mcds.org
Email: employment@mcds.org
Fax: 415.924.2224
Marin Country Day School
5221 Paradise Drive, Corte Madera, CA 94925

