



DATABASE (TRELLO) ADMINISTRATOR

Position Overview

The Database (Trello) Administrator is a key support role, responsible for managing and maintaining Meant 2B Loved Pet Rescue Society's Trello-based database. This position ensures the organization's information is accurate, accessible, and effectively utilized for operational efficiency. The role includes creating and updating Trello boards, assisting team members with Trello navigation, and ensuring data is organized and secure.

Key Responsibilities

1. Trello Board Management

- Create, update, and optimize Trello boards for various projects and workflows.
- Develop templates and labels to standardize board structures across the organization.

2. Data Maintenance

- Ensure all data is up-to-date and accurate.
- Regularly archive completed tasks and projects to maintain organized boards.

3. User Support

- Assist team members with Trello account setup, navigation, and troubleshooting.
- Provide training sessions or documentation to help volunteers use Trello effectively.

4. Process Optimization

- Identify opportunities to improve workflows using Trello's features (e.g., automations, integrations).
- Collaborate with team leads to align Trello boards with their specific needs.



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5. Access and Permissions Management

- Maintain appropriate access levels for users to ensure data security.
- Add or remove users as roles and teams change.

6. Reporting

- Generate and share reports on project progress or task completion, as requested.

Qualifications

- **Familiarity with Trello:** Previous experience using Trello for project management or willingness to learn quickly.
- **Organizational Skills:** Detail-oriented with strong organizational abilities.
- **Communication Skills:** Excellent verbal and written communication to provide clear instructions and updates.
- **Tech-Savvy:** Comfortable using technology and exploring new features or integrations.
- **Problem-Solving Skills:** Proactive approach to identifying and resolving issues.
- **Team Player:** Ability to work collaboratively with diverse teams and adapt to changing needs.

Time Commitment

- Flexible, approximately 5-7 hours per week.
- Availability for occasional meetings or training sessions as needed.

Training and Support

- Orientation and initial training provided.
- Ongoing support from team leads and access to Trello resources.