

# Texans for Public Justice

## Part-Time Database Specialist

**Pay range:** \$20/hour

**Location:** Remote, Texas preferred.

**Hours:** Flexible, averaging approximately 5-10 hours per week

**Application deadline:** August 21, 2023 or until position is filled.

### ABOUT TEXANS FOR PUBLIC JUSTICE

Austin-based nonprofit TPJ organized in 1997 to take on political corruption and corporate abuses in Texas. TPJ's research and advocacy informs debates on political reform, consumer protection, civil justice and corporate accountability.

### CONTRACT POSITION DESCRIPTION

The part-time Database Specialist will help update and manage databases of state political candidates, campaign contributions and oil and gas permits.

The ideal candidate has experience or training in general data management, with an interest in open government to reduce corruption and climate change. The position reports to TPJ's Research Director. The TPJ team will provide training, support and guidance.

### MAJOR RESPONSIBILITIES

- Update and backup databases;
- Maintain data hygiene;
- Collaborate on research-project queries and helping to focus these data on political conflicts of interest;

### REQUIRED MINIMUM QUALIFICATIONS

- Some experience or training in general data management;
- Experience with Microsoft Access, Macromedia Homesite+, Lucee ColdFusion, Microsoft SQL Server Management Studio **or equivalents**;
- Strong written and verbal communication skills;
- Alignment with TPJ's [mission](#).

### HOW TO APPLY

Send a resume, cover letter, and references to Andrew Wheat, [andrewawheat@gmail.com](mailto:andrewawheat@gmail.com), with the subject "Database Specialist," by 8/21/2023. Applicants with a nontraditional career path are encouraged to share other applicable knowledge, strengths, or skills.

TPJ is an equal opportunity employer that welcomes applications from people of all backgrounds.