

Legal Services NYC's central office is seeking a full-time LSNYC IT (Application and Database Admin/designer/support). Our office is located at 40 Worth street, NYC.

## **Program Description**

As part of Legal Services NYC (LSNYC), our office fights poverty and seeks racial, social, and economic justice for low-income New Yorkers. We provide high-quality, innovative representation to address the pressing legal needs of Staten Island's diverse low-income populations. We focus on the problems that have the greatest impact on our clients – preserving affordable and decent housing, representing survivors of domestic violence, obtaining immigration status and preventing deportations, advocating for the LGBTQ community, preventing foreclosures and advocating for students with educational needs. In addition to being the largest provider of civil legal services in the country, LSNYC provides numerous opportunities for growth and professional development. Our Justice Learning Center provides opportunities to attend free trainings and gain experience as a trainer.

LSNYC prides itself on its Diversity, Equity, Inclusion, and Belonging (DEIB) efforts. As a social justice organization, we are committed to fighting for a workplace that is as diverse, equitable, and inclusive as possible for everyone. Our DEIB committee and numerous affinity groups work to foster collegial relationships among staff and allow staff to explore and advocate for racial justice and anti-oppression growth within our organization and through our legal work. All employees are expected to learn about, seek to understand, and work to realize our DEIB goals.

## **Role and Responsibilities**

The Database Programmer/Analyst has duties and responsibilities as follows:

1. Managing LSNYC Case Management System (CMS):
  - i. Modifying, improving, and adding components to databases to meet changing user and grant reporting needs;
  - ii. Writing queries and reports for local and citywide projects;
  - iii. Analyzing CMS data to spot trends and data compliance problems;
  - iv. Ensuring the integrity of the CMS databases;
  - v. Managing citywide query and reporting tasks;
2. Assisting colleagues, analyzing and defining their database-related needs;
3. Designing database solutions;
4. Maintaining complete up-to-date documentation of the CMS system;
5. Developing and maintaining CMS training materials;
6. Training colleagues on the operation of the CMS;
7. Supporting other database systems such as LSNYC's online training, registration, accounting, fundraising, and human resources systems;
8. Working with external partners on database-related needs

Technical Expertise needed:

- Work with the LSNYC users to make configuration, data, and admin type changes on legal server applications and any other applications used by LSNYC.
- Knowledge of data management, and ETL tools.
- Experience with reporting tools like BI reporting.
- Knowledge of SQL programming
- Have the ability to quickly learn new technology and work on new things.

Nice to have: VB and MS power tools

## **Health Recommendation**

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

## **How to Apply**

Please email your application with a cover letter to the following:

[schakraborty@lsnyc.org](mailto:schakraborty@lsnyc.org)

[Dkulkarni@lsnyc.org](mailto:Dkulkarni@lsnyc.org)

Applications will be considered on a rolling basis until the position is filled. Additional information about the practice may be found on our website, [www.legalservicesnyc.org](http://www.legalservicesnyc.org). Legal Services NYC is an equal opportunity employer. People of color,

women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are strongly encouraged to apply.

Salary is commensurate with experience. Excellent benefits package.

Salary Range: \$114,000 - \$120,073