Greetings,

Non-MSEP employer Behavior Change Institute is recruiting for two part-time administrative positions that are 100-percent telework from home. The candidates need to be physically located in one of the following states: Arizona, California, Colorado, Florida, Indiana, Maryland, New Mexico and Texas. The positions have potential to move to full-time. The organizational point of contact is Kelly Weingart and her email address is: kweingart@behaviorchangeinstitute.com.

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| **Position Title:** | Part-time Database Coordinator |
| **Location:** | Telework Role (Candidate must reside in one of the following states: Arizona, California, Colorado, Florida, Indiana, Maryland, New Mexico and Texas. |
| **Position Description:** | The Database Coordinator serves as a direct support to Behavior Change Institute's employees, maintaining optimal functionality of company SaaS platforms and utilizing excellent communication and customer service skills to ensure company stakeholders are maximizing available technology. |
| **Position Responsibilities:** | * Maintain database, including managing permissions, updating pay rates, and completing other systems maintenance task to ensure ease of use for all users.
* Provide database support and training, including addressing staff questions, updating internal database manuals, and creating training materials for the rollout of new database functionalities.
* Manage payer additions and changes by updating client profiles, authorizations and billing codes.
* Manage adoption and implementation of new database technology/functionality.
* Monitor database performance and communicate deficiencies to technology partners and managers.
* Transmit information into database, make requested changes and updates to billing, treatment authorizations, user info etc.
* Manage administrative functions of other essential SaaS programs, including RingCentral (Fax), AnswerConnect, (Telephone Answering Service), Zoom Meetings (Video Meeting Service), and Sococo (Virtual Office).
* Process all internal trouble tickets and work orders related to use of BCI’s essential SaaS platforms.
* Stay apprised of software updates and manage all related internal communication and trainings.
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| **Position Requirements:** | * Minimum of 1-year database management / SaaS administration experience.
* Impeccable orientation to detail.
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| **Application Mechanism:** | * Applicants can apply directly on the company’s website at [www.behaviorchangeinstitute.com](http://www.behaviorchangeinstitute.com) or by forwarding a resume to Careers@behaviorchangeinstitute.com.
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Thank you.