Part-Time Database Assistant

Organization: Equipping Farmers International (EFI)
Position Type: Part-Time Contractor | **Location:** Remote (must reside in the U.S.)
Hours: Approximately 10–15 hours per week | **Reports To:** IT Administrator
Compensation: $16–18 per hour, based on experience

Position Summary

EFI seeks a detail-oriented Part-Time Database Assistant to support review and maintenance of organizational database records. The role identifies potential data errors, documents findings, prepares reports, and tracks corrections to improve data accuracy and consistency.

This is an entry-level opportunity. Previous professional database management experience is not required. Applicants who have developed relevant skills through work, volunteering, training, coursework, or personal projects are welcome. Training, checklists, and ongoing guidance will be provided by the IT Administrator, who reviews all findings before reports go to regional teams.

Key Responsibilities

• **Database Review:** Review records for accuracy, completeness, consistency, and potential errors using established guidelines.
• **Reporting & Documentation:** Document findings, prepare draft reports, and maintain organized records of identified issues.
• **Correction Tracking:** Track data issues and correction progress with regional Monitoring, Evaluation, Assessment and Learning (MEAL) coordinators, as directed by the IT Administrator.
• **East Asia Data Support:** Work collaboratively with the Regional Director of East Asia on data-related priorities for the region (no more than 5 hours per week). This includes ensuring consistent logging of training events, timely reporting, and high-quality data; conducting routine data checks, field validations, and follow-up visits; and maintaining regular communication for updates and coordination.
• **Administrative Support:** Maintain tracking documents, communicate progress, and assist with other database quality tasks as assigned.

Training and Supervision

The Database Assistant works under the IT Administrator and receives training on database structure, data standards, review procedures, and reporting. The IT Administrator provides instructions and checklists, answers questions, reviews findings and draft reports, gives final approval before reports are shared, and handles all technical configuration, access management, and administrative decisions.

Qualifications

Required

• Strong attention to detail and commitment to accuracy
• Ability to follow written instructions and use checklists consistently
• Good organizational skills and clear written communication
• English proficiency at CEFR Level C2 (or equivalent)
• Willingness to ask questions rather than make assumptions
• Comfort with basic computer tools and willingness to learn new systems
• Ability to work independently while communicating progress and challenges

Preferred (Not Required)

• Experience with Google Workspace (Sheets, Docs, Drive)
• Experience with project/task-tracking systems (or willingness to learn)
• Background in databases, spreadsheets, data entry, or record review
• Familiarity with identifying inconsistencies and maintaining organized records

Previous professional database management experience is not required. EFI welcomes applicants from a variety of backgrounds who demonstrate care, reliability, attention to detail, and a willingness to learn.