



Washington Teachers' Union

Fighting for the schools DC's community deserves

1239 Pennsylvania Ave SE • Washington, DC 20003 • 202.517.1477 • www.wtulocal6.net

Database Manager, Washington Teachers' Union (WTU), AFT Local 6

Send resumes to our Personnel Committee at personnel@wtulocal6.net

Full-time | Traditional/Non-traditional hours | Hybrid work environment

Reports to: President

Salary Range: \$65,000+

Benefits: Medical, Dental/Vision, 401k, Federal and DC Holidays, Accrued Paid Time Off, Paid Training

Overview

WTU Local 6 is seeking a creative and strategic Database Manager who can support the union in creating and maintaining structures for our member organizing and grievance data systems. We are seeking someone who is highly detail oriented and proactive to oversee, clean and optimize our data infrastructures so that we are able to utilize data for our 5000+ member organization.

Key Responsibilities

- Database Management and Integrity
 - Digitizing years of WTU Grievance Case Data (Arbitrations, Hearings, and case filings) into a usable system for our Grievance team
 - Standardizing coding, source codes, tags and other systems for data management
 - Storing and ensuring incoming data is accurately tagged and tracked to proper location
- Reporting and Analytics
 - Supporting Organizers and Membership Department in cutting lists for schools and organizers
 - Working with departments to identify areas of need and provide necessary data
- Cross-Department Support
 - Supporting Organizers in using Action Builder and gathering data from schools (such as membership lists, school site election data and more) to create and use reports for tracking WTU Member Organizing Actions
 - Ensuring that membership information is getting to all management systems (Previous experience with the system not required, will provide paid training)
 - Connect
 - Action Builder
 - Action Network
 - Hustle
 - VAN
 - Troubleshoot sync and data flow issues
- Process and Training
 - Develop SOPs for data entry and reporting

Job Announcement Spring 2026

- Train staff and Members on best practices in Action Builder and utilizing the data programs
- Establish naming conventions and governance policies with the WTU President.
- Maintain confidentiality

Job Qualifications

- Proficiency with Microsoft Office and case management tools
- Extensive familiarity with digital tools that involve membership database and organizing user data (Previous experience with Connect, Action Network, Action Building, Van, Hustle systems not required, will provide paid training)
- Experience in a labor union setting, preferably education-based
- Skilled at organizing and prioritizing work in deadline-driven environments
- Ability to work both independently and collaboratively across teams
- Demonstrated initiative, strategic thinking, and adaptability
- Strong problem solver who builds systems, not just patches them

Education & Training

Background in *library sciences, database management.*