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**JOB TITLE:** DIGITAL RECORDS COORDINATOR  
**DEPARTMENT:** RECORDS MANAGEMENT  
**REPORTS TO:** RECORDS MANAGER  
**CLASSIFICATION:** EXEMPT  
**LOCATION:** DALLAS, TEXAS

*While ensuring the highest quality of all digital files, this position will be responsible for the imaging process of hard copy and born-digital documents.*

### WHO YOU ARE

As a Digital Records Coordinator, you are a collaborator and are enthusiastic about working with others to accomplish shared objectives. You understand the significance of records management and are meticulous. You enjoy learning, and you thrive in positions requiring responsibility and trust. You conduct your work with diligence, thoroughness, and thoughtfulness. You are a strong communicator who will ask questions when uncertain and who will speak up when facing unanticipated developments or situations. You can take an idea and run with it with little supervision.

In this role, you will participate in a variety of projects, including physical records management, physical-to-digital conversion, and digital records processing, storage, and retrieval. Punctuality is one of your top objectives. Work in the office is required.

### *Essential duties and responsibilities*

#### YOU ARE EXCELLENT AT

- Managing the imaging process from historical hard copy to digital including:
  - Reviewing, sorting and prepping documents
  - Scanning and Optical Character Recognition (OCR) processing
  - Utilizing records management standards for metadata, naming conventions, digital filing, etc.
  - Documenting processes for tracking
- Documenting the imaging process for staff training
- Pulling and refileing requested hard copy files until all files are available digitally
- Managing the Records Management department inbox by responding to or forwarding requests as appropriate
- Managing incoming digital documents daily
- Managing incoming hardcopy documents daily
- Managing retention policy for hard copy and digital files
- Other duties as assigned

### *Competencies and qualifications*

#### YOU HAVE

- An associate degree in library/archives/records, computer science, business management, humanities, or related field
- 3+ years of experience in records and archival management preferred
- 3+ years of experience processing documents from paper to digital preferred
- Digital Asset Management (DAM) experience preferred
- Advanced computer skills, specifically with Microsoft Office products, multiple databases, workflows, scanning, OCR, and digital file asset management

- Willingness and ability to learn and utilize internal systems and applications
- Excellent verbal, written, and interpersonal communication skills with the ability to interact with HighGround staff and visitors
- Ability to work independently and as part of a team
- Ability to maintain a high degree of ethical standards and complete confidentiality at all times
- Ability to multi-task, prioritize and problem solve
- Ability to be resourceful and display a powerful desire to take initiative
- A willingness to embrace and nurture the core values of HighGround

*HighGround has a professional, open office environment*

#### DIGITAL RECORDS COORDINATOR WORKING CONDITIONS:

- Routinely uses standard office equipment such as computers, phones, multi-functional copiers and filing cabinets
- Usually sits to complete job functions, but may walk or stand, bend or stoop, for brief periods of time (access to sit-to-stand desks for optimal flexibility is provided)
- Must be able to lift up to 25 pounds
- Is required to have close vision, distance vision and the ability to adjust focus
- Is required to have the ability to lift files, open filing cabinets and bending or standing on a stool as necessary
- Is required to work onsite with no expected travel

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Employees holding this position will be required to perform any other duties as requested by management, from time to time, in its sole discretion. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*

## WHO WE ARE

*Our vision is to Protect, Strengthen and Grow our nonprofit clients and charitably minded families.* We believe there is no pursuit more important than this; because we believe the work we do, now and in the future, will not only shape our lives but will empower the many organizations that truly transform lives. This vision forms an authentic pathway to our mission—to be an innovative and vigilant caretaker of the funds and assets entrusted to us by the nonprofits and generous individuals we serve through effective asset management, gift planning strategies and account support services. It is the outcome we work towards together—to have a greater impact on the world and individual lives. We hope you will decide to join us on this incredible journey.

HighGround is committed to our brand promise and our core values. As such, we expect that you will strive to keep our clients at the center of everything you do, be honest, always remain professional, exhibit humility, and think outside of the box as our founders did, who were pioneering and visionary when our journey began in 1930.

HighGround offers a comprehensive benefits package that includes a medical, dental, disability insurance, retirement plan and more, but don't take our word for it, have a look at what other HighGrounders are saying and learn more about our benefits here

<https://www.highgroundadvisors.org/careers>.

*If you are interested in becoming a part of the HighGround team, please email your resume and cover letter to [HR@highgroundadvisors.org](mailto:HR@highgroundadvisors.org).*