

Position Title: Database Manager (Temporary)
FLSA Status: Non-Exempt, 15 hours/week
Supervisory: No
Reports to: Director of Serve

Summary Description

The primary purpose of this position is to serve as a technical resource to the staff and congregation on issues related to the use of the Church Database Management System. The Database Manager will also maintain, troubleshoot and develop technical solutions related to installed and supported network applications and other Information Technology issues as needed.

Duties

Document, develop and enforce processes and procedures around data collection, storage and retrieval. Primary point of contact with Database System Company.

Perform routine database maintenance and backup.

Provide support to staff and congregation on Church Database Management Systems and all applications that access the database, including some reporting.

Maintains data entry and processing for all background and safety screening records.

Attend all necessary meetings as directed by the Executive Director in order to ensure that when dealing with internal affairs and making day to day management decisions that they are in-line with the Lead Pastor's overall vision and direction of the Director of Serve Ministries.

Perform other duties as assigned.

Qualifications

College degree or several years of experience as information systems analyst, applications support or help desk environment. Strong background in IT and data management.

Strong analytical skills and ability to problem solve with particular attention to reporting accuracy.

Experience with software application troubleshooting and Microsoft products.

Superior customer service orientation, including the ability to interact with congregation and staff in non-technical, clear terms.

Basic knowledge of web page layout and design desired.

Ability to adapt to changes in technology.

Ability to work in a team setting

Positive interpersonal skills over the phone, and in person.