

DATABASE COORDINATOR

GENERAL DESCRIPTION

The Database Coordinator will champion the data reporting and analysis, while also initiating and maintaining best practices throughout Rock Point Church.

Classification: Non-Exempt; Hourly // **Status:** Part-Time (20-25 Hours/Week) // **Team:** Connections // **Supervisor:** Lead Director, Randy Deal

Work schedule: (Flexible based on ministry needs)

- Monday - Thursday

ESSENTIAL DUTIES & RESPONSIBILITIES

- Facilitate training with new employees; workshops focused on core database functionality and enhancements;
- Database Master Admin tasks involving reviewing metrics, email clean up, background check reports, research reports, financial reports, software update training, and database clean-up;
- Generate scorecards and dashboards with process performance metrics, targets, and triggers;
- Respond to multiple user requests for data base support, information and reporting;
- Grant clearance to systems and applications according to user roles and policy as appropriate;
- Establish, coordinate, and maintain data integrity procedures, processes, and policies that efficiently enhance data integrity.
- Concurrent work on multiple data related projects and project activities will be required;
- Recruit, disciple, and manage a team of database volunteers;
- Perform analysis, research, data gathering, validating, and reviewing of ministry operations data;
- Create and generate both recurring and ad hoc reports or data analysis output in response to leadership and user requests; and
- Facilitate requests from the congregation for access to the database.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

REQUIRED CRITICAL SKILLS, TRAINING and EDUCATION

- Education: Either a bachelor's degree in any field or equivalent experience in database management
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED QUALIFICATIONS

- Previous ministry experience
- Experience with working with one or more of the following:
 - Church Community Builder
 - SQL Experience
 - ITIL Foundation Certification

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 15 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model Biblical understanding and maintain a consistent personal devotional life;
- Model Biblical commitment and become a covenant member of Rock Point Church;
- Model Biblical family life before the body and regularly attend worship service with your family;
- Model Biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model Biblical community; and
- Model Biblical generosity and financially support Rock Point Church.