

DATABASE ASSISTANT

GENERAL DESCRIPTION

The Database Assistant, under the supervision of the Database Administrator, will assist with database entry, database reporting, and other various tasks.

Classification: Non-Exempt; Hourly // **Status:** Part-Time (28 hours) // **Team:** Support Ministries // **Supervisor:** Database Administrator, Rebecca Canizales

WORK SCHEDULE

- Monday - Thursday: 9am - 4pm

ESSENTIAL DUTIES & RESPONSIBILITIES

Database Assistant

- Assist Database Administrator with training new employees; workshops focused on core database functionality and enhancements.
- Assist Database Administrator with background check reports, research reports, financial reports, software update training, and database clean-up.
- Assist Database Administrator with reviewing the metrics, ensuring accuracy of data, updating dashboards, and performing weekly audits.
- Assist Database Administrator with responding to multiple user requests for database support, information and reporting.
- Assist Database Administrator with establishing, coordinating, and maintaining data integrity procedures, processes, and policies that efficiently enhance data integrity.
- Assist Database Administrator on multiple data related projects and project activities.
- Assist Database Administrator with performing analysis, research, data gathering, validating, and reviewing of ministry operations data.
- Assist Database Administrator with creating and generating both recurring and ad hoc reports or data analysis output in response to leadership and user requests.

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.
- **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.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.

- 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.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Attendance & Punctuality - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Initiative - Asks for and offers help when needed. Undertakes self-development activities.
- Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- High school diploma or GED.
- Proficient in Microsoft Office and an Excel power user.
- Previous volunteer experience in a church environment (minimum 1 year).
- Strong organizational and communication (verbal and written) skills.
- Agrees and aligns with the Mission, Vision, Values, and Beliefs of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Experience with Church Community Builder Database or other Customer Relationship Management (CRM) Databases.
- Experience with Pivot Tables, V Look up, and Formulas in Excel.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee will occasionally be required to do some light lifting (up to 25 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.