

Job Description



Position title:	Database Coordinator	Reports to:	Operations Director
Exempt/non-exempt:	Non-exempt	FT/PT/Temporary:	Part Time, up to 32 hrs/week
Position overview: The Database Coordinator shall oversee and maintain Trinity's church management system and help ministries use the software to its full potential. This position is an extension of Trinity Church and its mission. (Matthew 22:37-39; 28:19-20; Ephesians 4:11-16).			
Qualifications:			
<ul style="list-style-type: none">• Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others. (Matthew 22:37-39; 28:19-20; Romans 12:9-18)• Understanding of the gospel, its implications in everyday life, and a commitment to making disciples who make disciples. (Romans 1:16-17; Matthew 28:19)• Agree with, is willing to abide by, and perform all job responsibilities in accordance with Trinity's vision, values and Statement of Faith. (I Corinthians 12:12)• General computer competence, experience with MS Office, and database software - preferably Church Community Builder.• Keen eye for detail, thorough and well organized; willingness to grow in one's skill level through additional training.• Able to communicate well, both verbally and written, in a gracious manner.• College degree or 2 years' experience in related field, preferred.			
Primary responsibilities:			
<ul style="list-style-type: none">• Oversee and maintain church database software. This includes but is not limited to:<ul style="list-style-type: none">○ Create profiles, update information, and ensure data quality.○ Process and track attendance; run reports to identify inactive attenders/members.○ Distribute prayer requests.○ Process reservation forms for events; draft agreements and obtain required documents.○ Maintain Processes and Queues corresponding with attendance and life events.○ Create and manage ministry groups, set up Check-In events.○ Generate reports and assist other admins/ministry leaders with creating reports.○ Produce event registration forms.○ Train staff, ministry leaders and volunteers.• Oversee the volunteer serving process by ensuring background checks are on file and serving forms completed.• Provide general office support for staff, leadership, volunteers, and congregation.• Serve as back-up for administrative assistants to assist with heavy workloads, or during breaks, vacations, and illnesses.• Answer basic questions about Trinity's faith, provide religious resources, and pray with callers or visitors (Ephesians 4:11-16)			
Work environment:			
<ul style="list-style-type: none">• Work in cooperation and maintain good relationships with Trinity's staff, leadership, volunteers, and congregation.• This position requires work during regular office hours, occasional Sunday morning duties, and assistance with special events or holidays. Occasional special events or holiday assistance may be excused with prior, timely approval.			
Compensation:			
<ul style="list-style-type: none">• This position is at-will and compensation will be based on experience, competency, and responsibility.• Benefit information, if any, is available upon request, or will be provided when an offer of employment is made.• Resignation is requested in writing to their supervisor and Operations Director at least two weeks prior to the date of effectiveness.			