



JOB DESCRIPTION

JOB TITLE: Database Coordinator	REPORTS TO: IT Director	STATUS: Part-time
DEPARTMENT: IT/Business Office	EFFECTIVE DATE: June 1, 2019	SUPERCEDES DATE: February 1, 2014
OUR VISION: Valuing our strategic international location, our passion is to be a church family of committed disciples of Jesus as diverse as our community, who reflect the beauty and love of Jesus, and who urgently take the Gospel of Jesus to our neighbors and to the nations.		

POSITION SUMMARY

Develop a full understanding and stay current on the church management system (ChMS), Rock RMS, so that it can be utilized to its fullest extent. Act as an in-house project manager between staff and outside development company to communicate needs, apply fixes and changes, etc. Help develop best practices to improve internal workflows and efficiency.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Work closely with the IT Director to create and implement vision for use of the ChMS at RHCC.
2. Act as first point of contact for all database-related issues and provide top level technical support to users.
3. Understand problems and issues, offer solution suggestions, and develop/implement best practices.
4. Maintain relationships with staff and ministries by helping to think through process and procedure improvements in order to maximize database usage.
5. Cultivate and maintain all vendor relationships, acting as first point of contact.
6. Network with other churches and user groups.
7. Provide teaching and training to staff and volunteers on use of the ChMS.
8. Work closely with Kids Ministry to develop and support check-in for weekend services and mid-week events.
9. Work in conjunction with staff and key volunteers and outside developer to build-in enhancements, features, and updates.
10. Routinely perform data integrity checks to ensure information is accurate.
11. Assist with data and report writing in order to provide key metrics to leadership for decision making.
12. Remain open and willing to take courses/class and attend conferences/seminars to further develop project management and technical skills.
13. Adopt the philosophy of being a life-long learner and always be looking for opportunities to expand and increase knowledge, as well as staying up to date with emerging technology.

GENERAL DUTIES AND RESPONSIBILITIES

Supports the RHCC Purpose Statement, Vision Statement and Core Values in the following ways:

- Spiritually mature as evidenced by observable walk with Jesus Christ as Lord and Savior.
- Commitment to the Bible as God’s Word and the authority for Christian living above the values of tradition and culture.
- Commitment to the intentional cultivation of the inner life through worship, study of the Word, and prayer.
- Dedicated to ministering to people in a warm manner that leads to a closer understanding of the sufficiency of Jesus Christ.

LEADERSHIP AND SUPERVISION

- Interfaces with all users in a professional and instructive manner.

PERSONAL DEVELOPMENT

- Attends classes, trainings, workshops, seminars, and conferences to improve knowledge and skills.

SUPERVISION

1. Supervises: None
2. Supervisory Authority: N/A
3. Supervised by: IT Director

EDUCATION, EXPERIENCE, AND SKILL REQUIREMENTS

Computer Science degree or equivalent work experience. 3-5 years work experience in database maintenance and management or help desk. High degree of teaching and training ability. Excellent oral and written communication skills. Must be well organized, detail-oriented, and able to maintain confidentiality. Ability to work under pressure. Experience with SQL, Java, HTML/CSS, or C# preferred.

Reviewed and Acknowledged

Signature

Date