



Database Administrator

Job Description

9/8/2021

Job Purpose:

Ensure our churchwide database is used to its full potential in a way that aligns with the mission and strategy of WCC. Key functions include data integrity, reporting, developing data use strategies, training staff, develop & maintain training manual, teach volunteers on how to use the system, continuous learning on how WCC can continue to improve the use of our database and use it to support the ministry.

Supervisor: Pastor of Operations

Qualifications:

- High School diploma required; college degree preferred
- Administrative proficiency: highly organized, great attention to detail, good communication skills, aptitude for managing database systems and training others.
- Strong desire to support mission and strategy of Warsaw Community Church through the collection and reporting of accurate data.
- Proficiency with Excel.

Job Classification

Part Time/Non-Exempt

This part-time, hourly position will typically work 25 hours per week. General office hours are Monday through Friday, but flexible hours may be required, including evenings and weekends, subject to ministry needs.

Essential Functions:

1. Database

- Will be the subject matter expert for all aspects of the database.
- Maintains and enforces policies and procedures regarding the handling of data.
- Administers churchwide database systems and maintain user guides and policies.
- Generates reports and maintains data for all ministry areas.
- Ensures we enter and maintain clean and accurate data.
- Performs various and regular data audits
- Work with communication team to develop ongoing support of communication about enhancements, changes, user changes to the congregation and Staff.
- Work with ministry areas to assist them in leveraging and effectively using the database for each ministry area.



2. Administrative and Background Checks

- Oversee and complete the background check process for volunteers and staff. This includes new requests, periodic renewals and automating and streamlining the process
- Performs various other administrative tasks from time to time to include as assigned.

3. Other

- Work conditions are normal for an office environment.
- May also occasionally need to lift and/or move items weighing up to 25 pounds. • Equal Opportunity Employer