New Covenant Bible Church
Ministry/Job Description

**Position Title**:  Database Systems Assistant

**This Position Reports to**:  Communications & Technology Director

**Position Summary**:  This is the "go to" person for church database software assistance, configuration, processes and reporting. This position is responsible for developing and maintaining procedures for data collection, input, management and quality control. This individual will also support the Communications & Technology team with day to day administrative functions as assigned.

**RESPONSIBILITIES:**

- **Act as the liaison between Staff and the Communications & Technology Director for church management system and web programming requests**
  - Setup and configure online registration system for classes and events
  - Oversee updating membership data in the church database for large projects
  - Oversee the weekly setup of class check-in software
  - Create, run and maintain monthly reports for church leadership
  - Test software updates to the database systems and implement them after testing
  - Implement and maintain database procedures

- **Support Communications & Technology Team**

  - Coordinate / log workflow process of Communication & Technology requests
  - Oversee the new staff member onboarding process
  - Assist with expense tracking and reporting related to budget
  - Provide creative input into continuous improvement of ministry
  - Other duties as assigned

**SKILLS AND EXPERIENCE REQUIRED:**

- Strong computer skills especially with Microsoft Windows, MacOS and Microsoft Office
- Strong organizational skills
- Ability to organize multiple priorities/projects
- Ability to use discretion when handling confidential and sensitive information
- Strong verbal and written communication skills


**EDUCATION AND TRAINING:**

- High School diploma/equivalent plus work experience