

**Responsible to:** Finance Projects Administrator

**Status:** Part-time 15-20 hours per week

**General Position Overview:** Provide support for the operation of the church management database system. Understand ministries' needs; ability to set up data to get desired results. Design reports as needed and train staff on use. Oversee / train users in how to input and extract data.

**Ministry Responsibilities:**

- Provide database technical support to all ministries
- Manage assimilation process within the database to ensure no new people “slip through the cracks”.
- Collaborate with leadership to develop plan to track KPI's and provide accurate, timely information
- Ensure the quality and consistency of data input by training staff
- Data clean-up on an ongoing basis
- Maintain best practices for data entry, group & event management
- Assist as needed with online forms for ministries and event registrations
- Prepare and conduct training sessions with new and current staff & volunteer members
- Create training aids as appropriate while maintaining and updating database user guides
- Follow up with staff on how the database is working for them and how we can improve
- Spend extra/ongoing training time with ministry support staff using the database
- Encourage staff and ministries to use the database
- Interpret ministry needs and translate into sustainable database processes
- Provide reports as needed to ministries
- Attend monthly planning meetings with the database team

**Qualifications:**

- BA in related area or 3 years' experience
- Experience with Microsoft SQL Server, Microsoft SQL Server Reporting, web applications & JSON REST API a plus
- Excellent management, coordination and organization skills
- Good communication skills

- Good decision making, budgeting and analytical skills
- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement
- Be committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District
- Ability to effectively interact with WACC staff and be a team player

**Working Church Staff and Volunteer Relationships:**

- Works well with staff
- Able to direct volunteers
- Report to the Finance Projects Administrator
- Participate in meetings, worship services, retreats and conferences as requested by Supervisor and/or the Senior Pastor
- Participate in Senior Pastor designated “all-in” church wide (volunteer) events (i.e.: Easter, Christmas, Serve, VBS) by serving in a ministry outside your own area
- Be informed of and function within the guidelines outlined in the WACC Policy and Personnel Manuals

**Benefits and Compensation:**

- Salary and benefits will be reconsidered each year by the Salary Review Team
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Employee Handbook
- This is a part time position, 15-20 hours per week