

## **Database Specialist**

### **Job Description**

#### **Job Purpose:**

The primary purpose of this position is to support the maximization of our church management software. This specialist helps us to use, understand, organize and leverage the capacities that Shelby, Arena and Realm databases can provide us. This position will also provide some internal IT assistance when needed as it applies to the church management system.

#### **Duties and Responsibilities:**

##### *Database Systems*

- Become a subject matter expert in the Realm database software, specifically understanding how it is used at Grace
- Monitor and perform regular maintenance to ensure information is current and accurate in Realm and Shelby databases
- Manage the usage and application of Realm across the church to ensure consistency and accuracy
- Design and build reports based on ministry requirements
- Design and build upon standard reporting framework allowing non-technical users to retrieve the information required to make effective decisions
- Liaison with Arena/Shelby and Realm technical support
- Assist congregation in keeping their information current and accurate
- Assist congregation in downloading the app, signing into their account to update information and register for events

##### *Staff Resource*

- Aid each ministry area with setting up and managing event registrations with best practices
- Aid Children, Youth, and Adult Ministry with Sunday morning and other event check-in as needed
- Assist in training employees on Realm best practices

##### *IT Services*

- Troubleshoot any issues with tablets and printers for check-in stations
- Be knowledgeable about Realm App to troubleshoot congregant issues

##### *Other Duties as Assigned*

#### **The Ideal Employee will:**

- Be well organized and detail-oriented
- Display discretion when dealing with confidential information
- Exercise discernment and maturity, reflecting a Godly spirit
- Function well with co-workers, treating them with honor and grace
- Embrace a strong work ethic, working well with minimal direction
- Show a teachable and open attitude
- Reflect a commitment to personal growth and innovation
- Maintain a customer service attitude at all times with staff and congregants
- Help to clearly communicate existing policies through consistent application

**Qualifications:**

- Personal relationship with Jesus Christ
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church
- Minimum Associates required; Bachelors preferred
- 1+ years working knowledge with ChMS/CRM
- Proficiency in Microsoft and Apple software products
- HTML/CSS experience a plus
- Working knowledge with SSRS/SQL a plus

**Job Status:**

- Part-time (20-24 hours), Monday through Friday; daily hours TBD.
- Non-exempt