



## Job Description Data Resource Administrator

**Department:** Database

**Reports to:** Director of Data Systems

**Exemption Status:** Non-exempt

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### JOB SUMMARY

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Assist the Director of Data Systems in monitoring the needs of the staff regarding the church management software. Complete data entry information necessary to aid in the day-to-day operations of Victory Family Church.

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### ESSENTIAL FUNCTIONS

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#### *First Time Guest Follow-Up*

- Ensure all first-time visitor cards have been entered accurately into the database by Guest Services; add new contact records if necessary.
- Record first time visitor milestones.
- Enter water baptism interests.
- Enter connect and kiosk cards into Guest website for email subscriptions.
- Report first time guest totals from the weekend to Executive Administrator.

#### *Check-in Suite Support*

- Weekend staff support for anyone using check-in software; every other weekend.
- Train and assist new team members with check-in process.
- Set up the kiosks once a month in place of IT employee.

#### *Our Church Experience*

- Record attendance dates in the database for weeks 1-4.
- Process membership applications: Review and update contact information, update participation status, and record milestones.
- Process dream team applications. Review and update contact information. Enter dream team interest opportunities and record milestones.
- Run background checks for required teams.
- Maintain applications by scanning and attaching them to the database.

#### *Yearly Event Calendar*

- Ensure all yearly events from Master Calendar are represented in database. Copy and edit previous events or create new base events to be edited by the event admins.
- Look for and resolve room conflicts according to pecking order.
- Maintain accurate lists of rooms, equipment, and services in database.
- Audit, review, and approve event submissions in MP; review Room, Equipment, and Service Reservations only to ensure they are in alignment with most recent trainings.

#### *Small Groups*

- Copy small group events created by small group admins.

- Assist small group admins with large edits to rooms, equipment or services for small group events.
- Ensure that events are being entered accurately by small group admins.
- Resolve room reservation conflicts.

#### *Small Group Leadership Training*

- Add people to the small group leader training events in the database who were not able to check in.
- Record milestones for each completed document in relation to the training.
- Compare contact information to MP and edit if necessary.
- Maintain applications and paperwork by scanning and attaching to the database.

#### *Database Maintenance*

- Maintain knowledge of all new database updates.
- Find and combine duplicates in the database.
- Run and complete various “fix” reports monthly.
- Assist Director of Data Systems with reporting.
- Maintain data integrity.

#### *Focus Missions Software*

- System Administrator for Focus Missions Software.
- Oversees integration between MP and Focus Missions.
- Manages Admin Rights and Security Roles.
- Oversees process for introducing software to new employees and trip participants.
- Ensures that training documents created by Mission Trip and Finance Admin are in alignment with the functionality of both MP and Focus Missions.

#### *Staff Database Trainings*

- Edit or create training documents when needed.
- Attend all database trainings and assist with set up.
- Co-lead trainings with Director of Data Systems when necessary.
- Assist and train new staff members on basic software tasks
- Assist with building new processes when necessary.

#### *Churchwide Events*

- Assist admins with entering participants in churchwide events and reassigning default contacts to participant records.
- Assist with report development.
- Participate in the XChange Conference panels in relation to job position when needed.
- May be asked to work during weekend services to assist with major event registration.
- Some set up, tear down, and clean up before and after major events.

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## **JOB REQUIREMENTS AND BENEFITS**

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### ***Education & Experience Required***

At least 1 year of experience in database systems or equivalent combination of education and experience.

Proficient in Office Suite

Successfully pass a background check.

## *Time Requirements*

Total: 40 hours per week (actual work time)

### Basic schedule:

Monday – Friday 8:00 a.m. to 4:30 p.m. (every other week)

Monday – Thursday 8:00 a.m. – 4:30 p.m. plus weekend services (every other week)

Major event weekends

Major event evenings: Dream Team events

½ hour lunch provided daily (unpaid)

**Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.**