

JOB DESCRIPTION

Title: Database Manager Assistant (Pompano Beach)	Status Category: 5
Department: General Office - 976	Staff Category: Part Time- Administrative
Supervisor: Catherine Swanberg	Pay Method: Hourly
Work Hours: 20-25 hours weekly	Job Description Updated: 01/26/2023

POSITION SUMMARY

Community Christian Church is a vibrant and growing church called to impact our world with the love and message of Jesus Christ. To apply, you must be a Christ Follower, have a heart for ministry, desire to see God's kingdom advance, and be committed to making Community Christian Church your church home, the place where you worship and serve.

We seek a talented, experienced Christ-follower, Part Time 20-25 hours Database Manager Assistant who will perform various complex, highly responsible, sensitive, and confidential Data Entry support functions under the Database Manager's leadership overseeing the Data integrity of Community Christian Church.

The Database Manager Assistant will exercise good judgment and confidentiality in various situations, demonstrate strong written and verbal communication, administrative and organizational skills, and maintain a realistic balance among multiple priorities.

Summary: Supports ministry leaders, staff, and volunteers to ensure the Pompano Beach Campus' effective implementation of Church Community Builder (CCB).

JOB SKILLS AND REQUIREMENTS

- Comfortable working with databases and information systems.
- Proficient in Microsoft Word & Excel
- Able to identify and maintain confidential information.
- Detail-oriented, strong time management, organizational, and multi-tasking skills.
- Interpersonal & training skills
- Effective problem-solving skills
- Team player, positive attitude, high integrity, and works well with others.

JOB DUTIES AND RESPONSIBILITIES

1. CCB Software Knowledge

- Maintain expertise in CCB functions
- Relay software changes that impact operations in each ministry.
- Act as the main contact for Community Church Builder Pompano Beach.
- Assists the Pompano Beach Campus congregation in the use of Community Connect.

2. Data Integrity

- Ensure Profiles are created according to CCC's data entry standards. (FTG, Event Registrations, New Info Checkbox, Connections)
- Continuously work on removing duplicate profiles.
- Ensure attendance (Manual, Check-In & LEAD App) is being recorded.
- Manages all sources of data entry.
- Work with office volunteers to input data from communication cards, record attendance, verify the accuracy, and provide useful data.

3. Calendar, Forms & Processes

- Manages and populates all CCC Calendars.
- Communicates with Ministry Staff regarding Event Notifications for approval.
- Creates and manages all Online Registrations forms.
- Enters and manages all Response Card registrations for all church events.
- Works closely with the accounting department to ensure transactions are allocated to the correct COA within CCB.
- Matches forms daily.
- Assists with creating and optimizing all processes to facilitate the Pompano Beach ministry.

4. List Management

- Provides an updated and targeted list for E-letters.
- Update Constant Contact for E-Newsletter and upload target list as needed.
- Upload new guests to the e-letter list.
- Provides lists to Communications Department for USPS Mailers.
- Provides Ministry Staff upon request with a list based on specific requirements and targeted search criteria.

4.1 List Management – Starting Point -

- Run a search based on determined parameters to produce SP Invite

Letters.

- Proof & Print letters & Envelopes, stuffed & stamped.
- Prepare Attendance Lists & Childcare Lists.

4.2 List Management – Discovery Classes

- Run a search to send out DC101 E-vite from Scott
- Start Checklist circulation to set up DC Classes.
- Prepare Attendance Lists & Childcare Lists

4.3 List Management – Decision Day (Annually)

- Run searches to produce Decision Day prospect, Master List.
- Proof & Print letters & Envelopes, stuffed & stamped.
- Produce Call Sheets for Ministry Staff
- Daily Reporting on Decision Day Calls progress during January.

4.4 List Management – Offering Envelopes (Quarterly)

- Run Offering Envelope List for prep and cleanup.
- Updates recipients list accordingly, based on process steps.
- Uploads lists to LifeWay software and addresses address issues as needed.

5. Processes

5.1 Response Card Process – registers all sign-ups to the corresponding events.

5.2 Bereavement Process – Initiates process, prepares sympathy cards & orders flowers.

6. Reporting

Produces reports based on Leadership and Ministry Staff requests: (*New)

Weekly Reporting	Monthly Reporting
<ol style="list-style-type: none">1. Weekly Stats2. First Time Givers3. All Givers4. Call Analysis5. Connections Report6. Cookie Reports7. New Member Report8. DIVE Attendance Stats9. Student Attendance Stats	<ol style="list-style-type: none">1. Stewardship Reports2. Unsubscribed Reports3. Worship Audition Responses Report*4. Event Tracking Reports

PHYSICAL, AND OTHER REQUIREMENTS

- Must be able to lift at least 30 lbs.
- Ability to climb stairs and walk a distance between the Main and NextGen Building and conduct inspections around the property.

EDUCATION

- A high school diploma or GED equivalent is required.

EMPLOYMENT AT-WILL

All employees of CCC are at-will, as such, are free to resign at any time without reason. CCC, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor, or employee of CCC has any authority to enter into any agreement for employment for any specified period or to make any agreement for employment other than at will.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks.

It is required that all CCC staff members agree with the vision, values, and Statement of Faith of CCC and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook. Those who serve the Lord at CCC are expected to embrace a high biblical standard of personal conduct and lifestyle, both public and personal.

Employee Signature: _____ Date Signed: _____

Supervisor Signature: _____ Date Signed: _____