



MISSION HILLS CHURCH

REAL. MESSY. NEW.

DATABASE ADMINISTRATOR

Department : Ministry Services

Direct Report : Ministry Services Director

Position : Full-Time

Hours : 40 hours per week

PURPOSE OF POSITION:

To assist in database maintenance and development in varying capacities while supporting the implementation of the vision, mission, and core values of Mission Hills Church.

QUALIFICATIONS:

- Education and experience that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, a vibrant relationship with Christ, and lives out biblical truth
- Possesses characteristics of a team player, servant's heart, and active learner who is flexible
- Ability to work with staff
- Proactive – problem solver
- Clear communicator - teacher
- Possesses partnering skills, organizational skills, communication skills, and ability to teach.
- Serves as a self-starter, contributor, and servant leader.
- Strong in SQL, Microsoft office, Rock RMS, Shelby Next (SFO)
- Strong technical skills, including but not limited to PC and MAC's

RESPONSIBILITIES:

- **Database Development, Maintenance, and Training (Rock, Shelby Next (SFO))**
 - Database development and maintenance
 - Troubleshooting/Help Desk Administration
 - Assists with cross training staff and creating training video/manuals
 - Help create dynamic FAQs
 - Xcel, Outlook, Arena, Shelby Next
 - Event Registrations – create and maintain
- **Finance/Contributions**
 - Assist with Monday morning contributions and reports
 - Assist with AP
- **Meets regularly with Ministry Services Director for ongoing development and coaching**

COMPENSATION:

Colorado requires employers to disclose the pay range in job postings. The salary for this position is in the typical range of pay for the position; however, actual pay may vary based on experience and skillset. Specifics will be discussed during the process.