



Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Summary

Under the direct supervision of the Director of Facilities and Production, the Ministry Platform Database Administrator will help manage the church management system and is a partner in ministry helping to fulfill the mission and vision of St. Andrew Methodist Church.

Essential Functions

Database Management

- Event-Based Work
 - Create and manage event registrations for all ministry departments
 - Monitor and update registration rosters, cancellations, and payments (if applicable)
 - Schedule and facilitate room reservations for programming and events
 - Coordinate with other departments for room usage and reservations
 - Update database with information collected from event registrations
- On-Going Work
 - Perform group maintenance/reporting/communications for all ministry departments
 - Coordinate with IT department to ensure check-in process operates smoothly
 - Assist with database maintenance as requested
 - Train staff on database processes and updates
 - Assist visitors, or members with access or giving account login
 - Enter and maintain accurate records in Ministry Platform (MP), including attendance and registrations
 - Manage annual age-based promotions
 - Create and assist ministry departments with reports and viewing of data

Competencies

- Microsoft Office
- Database experience, with Ministry Platform, SQL or HTML coding experience preferred
- Exceptional attention to detail
- A deep love for Jesus Christ and a passion for serving children, students and families
- Strong interpersonal and communication skills with the ability to inspire and motivate volunteers
- Highly organized with excellent time management and multitasking abilities
- Ability to work collaboratively as part of a team and adapt to changing needs

Supervisory Responsibility

This position does not have any supervisory responsibilities.

Physical Demands

This position may require the ability to move equipment from one location to another and the ability to lift 50 pounds.

Position Type and Expected Hours of Work

This is a non-exempt full-time position at 36.5 hours per week. Work hours are typically Monday – Thursday, 8:30-5:00 and Friday, 8:30-1:00. Office hours will be set with some flexibility. Weekly expectations include consistent presence in staff meetings on campus. Occasional Sunday work is required.

Travel

No travel is expected for this role.

Required Education and Experience

- Bachelor's degree in IT or Database Management or equivalent years of experience.
- 3 or more years of relevant experience

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If interested in applying for this position, please submit your resume and statement of faith to resume@standrewmethodist.org