



## Position Description

**Position Title:** Database Coordinator

**Supervisor's Title:** Finance & Operations Director, Life Group Director

**Position Status:** Part-Time 25 hours/week

### General Summary

The Database Coordinator will work with the Finance & Operations Director and the Life Group Director in key elements of the Church Database (Fellowship One) including data entry, analysis and report management. If you are interested please contact our Executive Pastor, David Kupitz, [davek@cccmilpitas.org](mailto:davek@cccmilpitas.org).

### Essential Duties and Responsibilities

- Data Entry of Congregation information.
- Updating and maintaining Fellowship One accounts.
- Analyzes information and creates reports as needed.
- Verifies & Maintains Congregation confidence and protects operations by keeping information confidential.
- Growing Knowledge of the Church Database.
- Create customized reports for the ministries.
- Work with ministries to assist in recording data required for reporting.
- Run weekly reports to audit database integrity.
- Help clean up and maintain database integrity.
- Update individual records.
- Track visitor status.
- Train administrative staff from each ministry to become self-sufficient with Fellowship One Database.
- Attend Church Database Champion Team meetings, training, and conferences.
- Contributes to team effort accomplishing related duties as assigned.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- High School Diploma or equivalent. Some college experience is a plus.
- 1-2 years of admin or database experience preferred.
- Must be detailed oriented.

- Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software.
- Must be able to maintain confidentiality.
- Strong attention to detail and accuracy, including excellence in written communications.
- Demonstrates ability to work independently as well as in a team.
- Self-motivated and flexible with strong organization skills and the ability to work well with timelines and short deadlines.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems including follow through to ensure effective resolution.
- Successful completion of background and reference check.
- Christ follower (Christian) required
- Other duties as assigned.

“Serve wholeheartedly as if you were serving the Lord, not men, because you know the Lord will reward everyone for whatever good he does, whether he is slave or free.”

-Ephesians 6:7,8