



Job Posting: Creative Database Administrator

Date: September 1, 2017

Position: **Creative Database Administrator**
Half-Time, Hourly, 25 hours per week

Reports to: Minister of Communications

Apply Directly to: Gwen Reinauer - Director of Human Resources

REQUIRED: Cover Letter, Resume and completed St. Andrew's Employment Application.
Apply directly at: <http://www.sapres.org/about/job-openings/>

CLOSING DATE: Open Until Filled

SUMMARY

This visionary administrator will manage the deployment, maintenance and integration of our database platform - Church Community Builder (CCB) (mysapres.org). Assist in training and supporting staff and lay leaders in the use of this platform. Maintain database integrity, enforcing systems standards with staff and working directly with the provider's technical support to resolve issues and optimize the use of the application and implement communication and marketing opportunities through the database.

ROLE AND RESPONSIBILITIES:

Subject Matter Expert - maintain a strong understanding of all aspects of the hosted database platform.

- Assist in developing and implementing a holistic, interdepartmental plan to promote efficient and standardized use of the data and application with goals to:
 - meet ministry needs by providing access to information about our congregation and visitors.
 - provide the St. Andrew's church family with a tool to connect and share information.
 - comply with administrative and finance/audit standards.
- Create user-guides, policies, procedures and standard documentation for staff and lay leaders.
- Provide training and support to staff of the database platform application features.
- Support staff with identifying and documenting technical issues and resolving these issues.
- Provide feedback to the provider on ideas for new features or improvements to existing features.

Database Integrity and Systems Maintenance

- Conduct routine maintenance of the database to maintain integrity including:
 - resolving/removing duplicate records, correcting or completing incorrect or missing data.
 - creating and managing archival databases for future reference.

QUALIFICATIONS:

- Active member of a Christian church.
- Demonstrates strong interpersonal skills with the ability to create rapport and credibility with others.
- Excellent verbal and written communication.
- Demonstrates adaptive/creative problem-solving skills.
- Patience and capacity to train others.
- Strong organizational skills with attention to detail.
- Ability to work independently and focus for extended periods on routine and repetitive tasks.
- Strong process-oriented and creative thinker.

- **EDUCATION AND EXPERIENCE:**

- Bachelor's degree required - related degree preferable.
- 2 - 4 years of experience working with web-based, SaaS applications.
- Strong understanding of Windows Office applications (especially Excel).