
Position Title:	Rock Database Coordinator
Hours/week:	40+ (full-time)
Reports To:	Rock Database Director
Classification:	salaried/exempt
Pay Range:	\$43,000 – \$53,000 annual salary, dependent on experience
Benefits:	Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); paid vacation and sick time

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Responsible for the ongoing maintenance and operation of church database (Rock RMS) with a focus on improving systems
2. Works with ministries to implement Rock features as they become available
3. Provides staff training on new procedures through in-person sessions and recorded video tutorials
4. Participates in developing solutions for churchwide initiatives and other projects that support congregational engagement
5. Manages event registrations, content channels, forms, groups, and other Rock RMS tools; designs and implements data views, reports, dashboards, workflows and other requested tools to increase staff effectiveness
6. Implements Lava templates within the Rock RMS database to enhance functionality and improve system workflows
7. Provides day-to-day assistance to ministry users with ministry databases
8. Maintains and improves data accuracy
9. Maintains appropriate level of access to the database for all user levels and maintains confidentiality of all personally identifiable information
10. Ensures reliability and usability of check-in systems
11. Assists ministries with on-site events; participates in weekend on-call rotation and serves on holidays
12. Stewards time and all IT resources with wisdom and discernment
13. Provides high level of customer service
14. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Ability to work with a diverse group of professionals and non-professionals in a Christian environment, understand their needs and enable them to use the tools provided by computer technology
4. A high level of comfort with technology and a willingness/ability to learn and implement new skills at a quick pace
5. Strong analytical, organizational, and problem-solving skills
6. Self-motivated, highly organized, and detail-oriented
7. Education: High School diploma required; Bachelor's Degree or certification/demonstrated experience in databases/CRM/web preferred; Experience with HTML/CSS desired
8. Ability to adapt to a continually evolving environment
9. Ability to instruct others in a confident and effective manner
10. Ability to walk and climb stairs
11. Reliable transportation