



JOB DESCRIPTION

Database Assistant
Starting Pointe Team
Adult Ministries Department

Reports To: Starting Point Team Leader
Category of Employment: Support Staff; Part-Time
Payroll Status: Hourly; Non-Exempt
Office Hours: 30 hours per week

The mission of Savannah Christian Church is to lead people to a life-changing connection with Jesus Christ.

Job Summary

To further the mission of the Church by providing organizational and administrative assistance to the Adult Ministries Department, particularly in the area of database entry.

Minimum Qualifications

1. **Experience:** Must be tried and proven in ministry, and have a passion for serving in the ministries of Savannah Christian Church, particularly the Starting Pointe Ministry.
2. **Education:** Minimum of Bachelor's Degree from an accredited college or university.
3. **Knowledge, skills, and gifts:** Candidate must have excellent written and verbal communication skills possessing a friendly attitude and demeanor. Candidate must have multi-tasking abilities, strong organizational skills, and great attention to detail. Candidate must exhibit excellent computer knowledge, experience, and proficiency with Microsoft Office applications including Word, Excel, Outlook, and WordPerfect. Preferred experience in database software, particularly ACS.
4. **Other:** Candidate must have a strong heart for service; be able to handle extremely sensitive matters and maintain the confidentiality of certain information. Also, candidate must be able to work independently.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of SCC, including the SCC Statement of Faith.
3. Supports and adheres to the SCC Policies and Procedures Handbook.
4. Must be an active, participating member of Savannah Christian Church or willing to become a member at the beginning of employment.

Duties and Responsibilities

1. General staff responsibilities:

- Oversee, recruit and train volunteers as well as assisting in discipleship journey toward fully devoted servants in the Kingdom of God.
 - Handle administrative and organizational needs including incoming and outgoing communications (calls, emails, mailings, bulletin inserts)
 - Maintaining and updating ministry calendar.
 - Preparing Ministry program materials when needed.
 - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.
2. Specific ministry duties and responsibilities:
- Responsible for all aspects of the weekly data entry.
 - Update database with changes to family/individual profiles.
 - ACCESS point person (includes uploading data from ACS to ACCESS, verifying change requests, setting up logins, etc).
 - Cleans/maintains integrity of database by deleting duplicates, inactivating records (due to lack of activity, giving), mass changes, etc.
 - Works with ministries to create structure, build rosters, input data, communicate with other ministries, etc.
 - Works with ministries posting, printing, processing, data for Checkpoint.
 - Oversees import of photos into database from new members, special events, etc.
3. Any additional duties as assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.