

Overview:

The **Junior Database Administrator** is responsible for the operation of Fellowship's Church Management System. This position is responsible for gathering and ensuring the quality of data in the CMS. The Junior Database Administrator serves as a Subject Matter Expert, mentor and trainer for the pastoral and administrative staff at Fellowship. The Junior Database Administrator is a member of the I.T. team and is expected to communicate effectively with other departments at Fellowship. The accurate and reliable functioning of our CMS is critical to Fellowship's mission of making disciples at home and around the world.

Job Responsibilities:

- Train new staff on basic database functionality
- Train current staff on advanced techniques
- Ensure data entered into the CMS is accurate
 - Constantly search for and correct flawed data already in the system
- Advanced problem troubleshooting for users of the database
- Document procedures for staff to use in accessing the CMS
- Communicate with vendors to report problems and suggest improvements
- Monitor and contribute to the Church database community
- Invest in other staff members to improve their competency in the CMS
- Read software update release notes to be aware of implications for Fellowship
- Work with teams to develop new features in the CMS
- Flexibility to deal with multiple and changing priorities
- Comply with documented regulations for Fellowship staff
- Provide input to the I.T. team in regards to future improvement of the CMS
- Participate in the Ministry Planning Process to maintain awareness of upcoming needs
- Effective communication, both written and verbal, with the I.T. team and other staff groups
 - This includes the ability to communicate technical problems to a non-technical audience
- Clearly convey plans and procedures to the Fellowship staff
 - Comprehend plans relayed from the staff

Job Qualifications:

- Education Requirements:
 - Bachelor's degree in MIS, IT or a related field, or equivalent experience
- Experience Requirements:
 - A minimum of two years database or information management experience
 - Intermediate to advanced knowledge of Microsoft Office
 - Advanced knowledge of Windows or Mac operating systems
- Desired:
 - SQL / SSRS skills
 - Experience using Ministry Platform
 - Understanding of the unique environment of a church staff
 - Basic HTML and Javascript understanding
 - Microsoft or MySQL Certifications