Database Assistant
FLSA Status: Non-Exempt
Reports to Executive Assistant
Grade I ($9.90-$14.30 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

Under close supervision, the Database Assistant provides administrative support by assisting with data entry and data management to ensure accurate record keeping. Assists with membership processing and various projects.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition).*

ESSENTIAL DUTIES

- Assists with maintaining database integrity over multiple platforms by identifying duplicate or erroneous profiles. Processes profile change requests, merges and corrects profile records, fixes formatting issues, and combines household information as needed. Ensures new record changes are entered correctly and efficiently. (app. 75%)
- Assists with creating forms and list reports in Planning Center as needed. (app. 5%)
- Assists with administrative duties for Watermark and membership—maintains records and processes new membership applications. (app. 10%)
- Assists with following up with attendees through mail and email. (app. 5%)
- Assists the Executive Assistant with volunteer scheduling and various projects as needed. (app. 5%)

These duties are subject to change as church needs and strategies evolve. Employee may be asked to perform other duties.

EDUCATION/TRAINING

- High school diploma is required.

EXPERIENCE

- At least one year in the field of data entry.

REQUIRED SKILLS

- Proficient computer skills—comfortable accessing information and using programs on multiple operating systems.
- Proficiency in Microsoft Office Suite.
- Knowledgeable of data entry processes and best practices.
- Attention to detail.
- Organizational and time management skills.
- Knowledgeable of Planning Center Online system (preferred).

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Frequently remain in a stationary position, often sitting, for prolonged periods.
- Constantly view and operate technological devices, including but not limited to computers, phones, and printers
- Communicate verbally with others to exchange information.
- Occasionally move self in different positions to accomplish tasks.
- Frequently accomplish tasks using near field of vision.
- Occasionally lift, carry, and move up to 20 pounds.

WORKING CONDITIONS

- 100% inside