



Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America
UP with God. IN through Community. OUT for the World.

Position Title Classification	Database and Technology Coordinator Non-exempt, 25 hours per week
Team	Finance
POP Values	<p>Faith: We value growing in our relationship with God</p> <p>Christ Centered Community: We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens</p> <p>Service: We value providing for the needs of others in Jesus' name</p>
Core Purpose	The Database and Technology Coordinator develops, enhances, and maintains the church-wide database in support of all ministry areas of Prince of Peace. This person trains others in the use of the church management system and coordinates data entry. This person also maintains IT vendor relationships for the computer network, internet provider and phone system support, and is the point of contact for set up of new users and log ins.
Essential Functions	<p>Database</p> <ul style="list-style-type: none"> • Manage database system to ensure information is accurate and current. Update records, as needed, and ensure accurate entry of new information. • Train and supervise others in ongoing data entry • Train users and be an expert resource to program planning teams for accessing and using database information. • Develop reports and manage member profiles to provide an efficient system to gather and use information. • Update/oversee data entry for baptism, affirmation of baptism, marriage, and funerals, and prepare year end Redbook reports for our records. • Safeguard synod and computer records through best practices for off-site storage, scanning of documents, and back up procedures as per approved records retention policy. • Proactively manage church information, registration, seminars, and other special event data gathering needs. • Support pledge and capital campaigns, update records for mailings. • Coordinate church mailings with staff, the media arts team and copy center. • Develop and maintain interfaces (with Media Arts and/or volunteer programming input) to share information with on-line registration software, Excel, or other applications. • Provide mailing lists for offering envelopes • Complete annual Synod trend report

	<p><u>Technology</u></p> <ul style="list-style-type: none"> • Oversee software updates that are scheduled with our IT vendors • Maintain relationships with technology vendors for computer network, phone system and internet provider • Manage the inventory and rotation schedule for computers and servers, and participate in annual capital budgeting discussion • Coordinate the ordering of new computers and peripherals through our IT vendor and Apple • Submit tickets for new computer log ins, set up of email and network access • Maintain backups of computer network • Annual PCI compliance for online giving and registrations vendor • Maintain record of software licenses
Competencies Required	<p>Confidentiality</p> <p>Excellent database management skills</p> <p>Demonstrated knowledge of Microsoft Office products, including Excel, Access, Word, and mail merge functions</p> <p>Experience with registrations software (such as EventU), church management software (such as Shelby or ACS Technologies) or other reporting software</p> <p>Individual contributor leadership skills and well-organized/time management and project management skills; attention to detail</p> <p>Strong verbal and written communication skills with ability to instruct others and provide detailed documentation</p> <p>Demonstrated ability to identify and administer processes and procedures for accomplishment of objectives</p> <p>Ability to supervise volunteers</p>
Physical Demands	<p>Ability to lift up to 20 pounds occasionally</p> <p>Ability to sit at the computer for long periods at a time</p>
Work Environment	<p>While performing duties, the employee regularly works in a fast-paced environment. This job regularly operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.</p>
Travel	<p>None required.</p>
Education and Experience Required	<p>Bachelor's Degree in business or data management</p> <p>2 -4 years' experience in managing data and projects</p>
Education and Experience Preferred	<p>Church or non-profit experience preferred</p> <p>Ability to understand and work in a large staff/organization environment</p>

	Experience with church management systems, preferably ACS Technologies or Shelby Systems 2 or more years' experience of supervising staff/volunteers
Additional Eligibility Requirements	None
Supervisory Responsibility	Oversight of staff and/or volunteers for data entry and mailings