



POSITION TITLE: DATABASE AND STRATEGIC SERVICES COORDINATOR
REPORTS TO: FINANCE DIRECTOR
FLSA STATUS: FULL-TIME, 32-40 HRS/WEEK, M-F; NON-EXEMPT
DEPARTMENT: BUSINESS ADMINISTRATION
SALARY RANGE: \$21 - \$24/HOUR

SUMMARY: Maintain and leverage database management tools to support overall mission and ministry of St. John's Church and School. Support, train, and coach ministries in the use of current database technology. Provide necessary reports and information related to the congregation and ministry. Support the Human Resources and Finance Teams as needed. Exemplifies the Christian philosophy of the St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities.

POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church, with the purpose of being a role model to employees and those being served.
- Champion database use and proficiency across all ministries through training, problem solving, and one-to-one instruction. Encourage utilization of database technology to enhance communication within the congregation of St. John's and the community in which we serve.
- Manage and update all data in the current congregation database including membership, volunteer screening, contributions, changes in status, worship attendance, etc.
- Collect and process required documents for school and church volunteers and drivers; manage status in database.
- Organize draft financial worksheets and reconciliations for CFO and finance director.
- Process in-house desktop deposits using the on-line banking scanner and posting system.
- Work with HR manager to train ministry departments in the use of current database to track event registrations and participation, and the use of database functions for improved department efficiency.
- Generate required reports, labels and statements as needed by ministry departments.
- Manage first class mailings, direct mail process using bulk mail software, postal guidelines, and post office delivery.
- Assist with accounts payable functions including check entry and check runs.
- Prepare and distribute annual giving statements.
- Prepare and process weekly offerings through bank and process all reports.
- Front-desk reception coverage, as needed.
- Performs related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor's Degree and/or three years of experience in database use and management.
- Must attend *Meet St. John's* and *the Discover Experience* to learn about the beliefs and history of St. John's Lutheran Church and the Lutheran Faith.
- **Intermediate Knowledge** of database programs and operations.
- **Intermediate Language Skills** (written, verbal) – Effective and accurate written and verbal communication with church leadership, staff, faculty, lay-leaders, and volunteers.
- **Intermediate Reasoning Ability** – Ability to apply common sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Intermediate to Advanced Organizational Skills** – Intermediate abilities managing multiple priorities simultaneously, ordering time and efforts to support varied ministry requirements. Demonstrates initiative through continual self-directed growth in the technical aspects of database use for the purposes of ministry enhancements and demographic reporting. Requiring minimal direction, as well as anticipating problems and providing appropriate responses. Ability to work with appropriate pace and urgency.
- **Intermediate to Advanced Computer Skills** – Strong understanding of database capabilities, functions and use specific to information necessary for successful ministry growth. Proficient in the use of Microsoft and Apple programs re: database interaction/compatibility.
- **Certification / License Requirements** – First aid/CPR/AED certification: Mandated Reporter Certificate. (done through employee onboarding process)

PHYSICAL DEMANDS/ WORK ENVIRONMENT:

- Frequently engaged in standing, walking, sitting, using hands and arms, talking and hearing
- Occasionally engaged in climbing, stooping, kneeling, crouching and crawling
- Occasionally lifts up to 50lbs
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception.

• Employee Name: •	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: