BURNT HICKORY
Baptist Church

Position Description
Position Title: Database Associate

Reports to: IT Director

Position: 25 hours/Part-time, non-exempt, hourly position

Objective: Cast vision for and maintain the day-to-day operations of Ministry Platform, our church management system (ChMS) to equip staff to better serve the congregation and ministries. Additionally, responsible for assisting staff members in thinking strategically about using data and reporting to make ministry decisions. The ideal candidate will have a strong understanding of analytics and business intelligence and will be able to keep up with changing technology.

Description:

1. Oversee staff requests to utilize the church's data and ChMS to do ministry.
2. Build and maintain a relationship with the ChMS Company, Think Ministry, to improve user experience.
3. Participate in the ChMS user community to learn strategies and ideas from other churches to improve the user experience and effectiveness of the ChMS.
4. Create training materials possibly including but not limited to documentation, knowledge base articles, and videos.
5. Lead classroom, one on one, and department-specific training classes.
6. Coordinate maintenance of data to keep data consistent and useable. Oversee data entry and create/manage ways to keep data from multiple systems synced, updated, and relevant.
7. Build SQL reports and dashboards using business intelligence software and equip and train staff members to create easy-to-understand reports and presentations.
8. Perform statistical analysis to draw meaningful conclusions from large amounts of data.
9. Work with contractors and third-party vendors to maintain and update connectors and custom applications.
10. Ensure data is secure and users only have rights to data they need.
11. Suggest and coordinate projects with IT Director and third-party vendors giving ministries better access to the ChMS data to be proactive in achieving Burnt Hickory's vision.
12. Other duties as assigned.

Competencies:

1. Able to convert raw data into information and insight that empowers ministry decisions.
2. Learns quickly and proactively to adapt to constantly changing software and technology.
3. Customer service oriented with a helpful, servant attitude that aims to minister to staff.
4. Builds relationships with staff members and demonstrates a posture of teamwork.
5. Exhibits professionalism and clarity in both written and verbal communication.
6. Possesses efficiency, responsiveness, and effective time management qualities.
7. Demonstrates discretion and respects confidentiality of data.

Requirements:

1. Intermediate Microsoft SQL
2. Prior database administration experience.
3. Previous business intelligence (BI) software knowledge, such as Power BI, Tableau Desktop, Microsoft SQL Server Mobile Report Publisher, and others.
4. Microsoft Office proficiency.
5. Available during weekday business hours.

Desired Skills:

1. Knowledge and experience using MinistryPlatform.
2. Project management experience.
3. Bachelor's degree or equivalent work experience.
4. Classroom training or tutoring experience.