**Title: Data Base Administrator**

**Purpose:** Provides administrative support for the Pastor for Discipleship and Parish Ministry; manages and oversees Shelby Next Data base, training and troubleshooting for staff; interfaces with Shelby Next staff to improve and develop the data base.

**Accountability**: Accountable to the Office Manager

**Responsibilities:**

**Support for Pastor of Discipleship and Parish Ministry:**

* Receives and directs communication for the Pastor, serving as “gatekeeper” while ensuring people are served in a friendly and Christ-centered manner
* Acts on the Pastor’s behalf in various forms of communication, including email, phone calls and regular mail
* Manages the Pastor’s calendar and schedules appointments; redirects appointments that can be handled by other staff members
* Works with Pastor in facilitating the work of the Parish Leaders, including preparing for monthly training meetings, communication with leaders, Parish lists and data support
* Organizes meetings and events for Pastor and Parish Ministry
* Provides support for Parish ministry staff and leaders

**Data Base Management:**

* Establishes protocols, standards, security and procedures to maintain the integrity and consistency of data
* Trains staff in standards and use of Shelby Next Data base
* Assesses issues with Data base and works with Shelby Next staff to provide solutions; troubleshoots for staff
* Maintains and manages all Parish ministry records and reports

**Relationships**: Relates to Pastor for Discipleship and Parish Ministry as administrative assistant; relates to Parish leaders as administrative support; relates to staff as trainer and manager for data management.

**Evaluation:** Performance review will be conducted annually by the Office Manager and the Personnel Committee of Session. Adequacy of salary will be reviewed annually.

**Skills and Proficiencies:**

* Experience with working with Data bases
* Intermediate to advanced proficiency with Excel
* Enjoys and is inclined to give attention to detail
* Previous experience in customer service or as administrative assistant

**To apply**: Submit resume to mirandap@thirdrva.org