



## **JOB DESCRIPTION**

**Position Title:** Groups and Database Administrative Assistant

**Ministry Department:** Adult Ministries

**Reports To:** Groups and Database Manager

**Status:** Part-Time, Non-Exempt (working approximately 30 hrs)

**Revised:** March 2021

### **Primary Purpose**

The Groups and Database Administrative Assistant will assist in all areas of groups through the organization, processing and execution of all systems. This position will also serve as the assistant administrator of Rockharbor Church's database, Church Community Builder (CCB).

### **Position Requirements**

- High School Diploma and one-five years' work experience in related field
- Experience working or serving in Ministry
- Experience working in database systems
- MS Office proficiency, Mac, basic computer skills.
- Ability to lead volunteer teams
- Excellent written and communication skills
- An eye for detail and initiative to suggest more efficient systems
- Professional presence on the phone and in-person
- Ability to be teachable, seeking out coaching and learning for growth and development.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible.

### **Position Responsibilities**

- Lead the data entry team on Monday mornings in entering all Next Steps Cards.
- Process all online Next Steps Cards.
- Send activation emails to all CCB New User Requests.
- Send welcome text and email to all first-time guests and follow-up with guest responses.
- Assist with processing Community Group sign-ups.
- Assist coordinating trainings and meetings with potential/existing Community Group Leaders (scheduling, arranging lunch, etc).
- Various database projects throughout the year.
- Perform criminal background checks on all RH volunteers, including bi-annual re-screenings.
- Coordinating childcare needs for Adult Ministries (finding sitters, developing curriculum for the kids, etc.).

### **Other Responsibilities**

- Support RH staff in their database needs (creating forms, processes, schedules, groups, etc.).

### **Personal and Spiritual Requirements**

- Has a growing relationship with Jesus, and a commitment to spending daily time with Him.
- Models a strong relationship with his or her spouse (if married) and children (if applicable).
- Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships and actions.
- Models standards and expectations of Rockharbor Church leadership, including, but not limited to:
  - Upholding Rockharbor's Core Values and mission
  - Regular attendance at Rockharbor Church services
  - Regular participation in a Community Group
  - Partnership through tithing and serving
  - Abstaining from smoking, vaping and illegal substances
  - Models discretion and positivity in use of Social Media
  - Setting of appropriate boundaries to protect character and integrity.

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus. We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!