

Part-Time Assistant Database Specialist – Purpose of the role is to provide and maintain accurate and complete information through Ministry Platform (MP), PCPC's church management software. Responsibilities include obtaining and maintaining correct contact information on both visitors and members, facilitating event registrations in the database, generating reports, and processing open tickets through Jira. Provide support services for the Manager of Database Administration as well as for the Database Department. Careful management of ministry data includes adding new contact records, completing work tickets in a timely manner, and recording milestones in the database for PCPC members (i.e., baptisms, Communicants Class, marriage, joining as new member, etc.). Event management includes creating events in MP that utilize registration, groups, and check-in; working and communicating with event organizers, Facilities staff, and others to ensure details are accurate; confirming events are displayed correctly on the PCPC App and that all links work properly; ensuring MP Check-In opens before each Sunday; assisting the Ministry Leader of Weekday Childcare in providing registrations and check-ins in MP for all weekday childcare events; and once a year, coordinate Promotion Sunday from a data standpoint by promoting children in MP and updating rosters in MP.

College degree preferred. Must work well in Microsoft Office, WORD, Excel, and other similar programs. Must be adept at learning Ministry Platform and other programs and/or proficiencies as needed. Must be available for training and development with Manager of Database Administration. Must be a team player. Able to maintain a big picture perspective while managing smaller details. Must communicate exceptionally well, both orally and in writing. Must take initiative, accept direction and responsibility, and must maintain confidentiality. Must be able to work independently and collaboratively with a servant's heart and positive attitude. Advanced people skills and solid database skills are required. High levels of critical thinking and judgment are necessary. PCPC membership is preferred.

This is a regular non-exempt hourly part-time position based on 25 hours a week and is eligible for overtime and paid time off (PTO). It is not benefit eligible. Please email a cover letter and resume to careers@pcpc.org. If you have any questions, please email careers@pcpc.org.