

Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.

PCPC's Mission Statement

Job Title: P/T Assistant Database Specialist
Supervisor: Manager of Database Administration (Kerry Gibson)
Name: OPEN **Date:** September 09, 2026
Department: Database **Ministry:** Operations / Database

This is a regular part-time non-exempt hourly position based on 25 hours a week and is eligible for overtime and PTO (paid time off).

Purpose of Role

Provide and maintain information through our church management software, Ministry Platform (MP), by maintaining accurate and complete database records. Process open tickets through Jira, which define tasks and volume.

Alignment with Mission and Vision

Responsibilities help fulfill the *mission* and *vision* of PCPC in several ways. By obtaining and maintaining correct contact information on both visitors and members, the Assistant Database Specialist enables pastors, coordinators, and ministry leaders to effectively shepherd (*connect* with) the body. Through facilitating event registrations in the database, our body is better able to *abide* and *extend* because they are made aware of the opportunities and discipleship resources that the church offers. With the reports that database compiles, our leadership is able to measure, assess, and engage future needs and outcomes that inform our *mission*.

General Job Family Descriptor

Scope encompasses a department or ministry area with large staff or large ministry members. Performs directed and self-initiated tasks for a department or ministry. Provides support services for the Manager of Database Administration as well as for the department as a whole. High level of critical thinking and judgment. Advanced proficiencies required in competencies. Advanced people skills and solid database skills required. Exhibit a degree of independence and accountability for results.

Key Job Responsibilities

- A. Management of Ministry Data – Information, Records, and Member Milestones
 - Add new contact records that come from ministry areas, event registrations, connection cards, births, and marriages
 - Manage duplicates and default contacts from registrations, online giving, forms, and opportunity responses – merging and updating records when necessary
 - Complete work tickets created by staff through Jira's issue tracking system
 - Record completed milestones for our members – such as Baptism, Communicants Class, Marriage, Joining as a New Member, etc.
- B. Event Management
 - Create events in MP that utilize registration, groups, and check-in
 - Work with event organizers, facilities, and communications to ensure the event is set up properly
 - Confirm event is displaying correctly on the PCPC app and that all links are working as expected
 - Ensure MP Check-In will open before each Sunday.
 - Once a year, coordinate Promotion Sunday from a data standpoint; promote children in MP and update rosters in MP.

- Assist the Ministry Leader of Weekday Childcare in providing registrations and check-ins in MP for all weekday childcare events.

Training, Education, and Experience

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. PCPC membership is preferred.

Skills and Competencies

- Must communicate exceptionally well, both orally and in writing
- Takes initiative
- Accepts direction and responsibility
- Able to work independently and collaboratively
- Possesses and exhibits a servant's heart and positive attitude
- Able to maintain confidentiality