LIFE**CHANGERS**

JOB TITLE: Database Coordinator
FLSA Status: Nonexempt
DEPARTMENT: Pastoral Care Dept.
REPORTS TO: Co-Director of Operations

Job Summary

The Database Coordinator is responsible for performing data entry of information to maintain the Church database using custom software; entering, updating, researching, verifying and/or retrieving data from various systems; ensuring the accuracy and confidentiality of information recorded, and generating data reports as required.

Essential Job Functions:

1. Enter data in the Church's database system related to attendance, giving, new members, special attendance, baptism, volunteers, etc.

2. Run reports for First Time Guest letters and mail hardcopy letters to those without an email address
3. Enter all First Time Givers into the database, "Realm"
4. Assign calls to the various Leaders i.e. Guest, Salvation or Ministerial calls for both campuses
5. Maintain the accuracy of the data in Realm on a weekly basis.
6. Create events for attendance in Realm for any special service (s) throughout the year
7. Keep track of those who are interested in Membership and Water baptism.
8. Keep current with the returned mail updates in the database
9. Submit requisition for postage replenishment in Shelby
10. Submit requisition for supplies as needed for the Neopost machine
11. Maintain the Postage balance on the machine and assign Department codes as needed.
12. Order Certificates/Photos from Creative Services Department after the Water Baptism is completed (Upon Request Only)
13. Assist with the organization of any/all of the classes (i.e. Membership and others)
14. Maintain and schedule rooms for the counseling sessions. Set up the conference room for the Recovery class, and make copies as requested.

15. Oversee and coordinate database entry volunteer team.
16. Provide supplies or equipment needed to run the HE/Chicago Spanish Translation ministry on a weekly basis.
17. Oversee any and all projects from beginning to end.
18. Other duties as assigned.

Required Education, Knowledge, Skills And Abilities:

- Must have a saving knowledge of Jesus Christ and have answered His call to commitment of service. Must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision and Culture.

- Have a good understanding of Microsoft Word, Excel, and basic database maintenance, with strong attention to detail
- Must have the maturity and ability to work with confidential data
- Must have strong communication skills
- Self-motivated and excellent collaborator
- Minimum two years' experience in data entry or equivalent college or work exp.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to talk, see and hear. The employee is frequently required to stand, walk, and sit for extended periods of time and have sufficient hand, arm and finger dexterity to operate a computer keyboard and other office equipment. Filing is required involving ability to lift files, open filing cabinets and bending.