Database Administrator [Central Services]

JOB SUMMARY

Working collaboratively with a team of ministry leaders, staff and volunteers, the Database Administrator is responsible for ensuring that Cornerstone's implementation of Church Community Builder (CCB) is effectively used to do ministry as a means of achieving its mission. They will establish best practices for database management, identify and make recommendations on issues, develop and report on key Cornerstone metrics. As Cornerstone staff, you are expected to equip, encourage, and empower others.

JOB DUTIES AND RESPONSIBILITIES

Cornerstone Central Management
1. Oversee and Manage Cornerstone Central Database (Central)
   a. Maintain the integrity of the database
   b. Identify strengths and weaknesses and make changes as necessary.
2. Work with Area Pastors and teams to develop, maintain, and refresh system/operational processes that support their areas relational connection with people.
3. Develop and maintain best practices for Cornerstone Central
4. Manage staff and volunteer access by giving and removing administrative privileges.
5. Manage and update system-wide settings as needed for account info, API access, campus setup, customizable fields, departments, privacy defaults, web tools, and general settings.
6. Confidential notes management in Central.
7. Maintain the database integrity with MailChimp which includes processing unsubscribes that are reflected in Central.

Maintain data integrity
1. Ensure that the database is as free from duplicate profiles as possible.
2. Run reports when requested
3. Manage and control name changes in Central.
4. Maintain use of naming conventions for forms, groups, and processes.

Live Scan Process and Management
1. Oversee and manage the Live Scan process for all areas.
   a. Ensure best practices to maintain accuracy for the DOJ
2. Manage and train the Live Scan team using best practices
3. Build and equip a team of volunteer Live Scan operators
4. Live Scan Equipment.
   a. Maintain and manage Live Scan equipment
   b. Oversee scheduling of Live Scan equipment usage in Central
   c. Trouble shoot any transmission issues with DOJ
5. Custodian of Records
   a. Manage records provided by DOJ by updating central profiles with confidential notes in Central.
   b. As needed send in "NLI"'s to DOJ
   c. Approve live scans and move through process
   d. Work with finance on billing for live scans.

MINISTRY
Central Services

REPORTS TO
Debbie Eaton

JOB STATUS
Non-Exempt 30 hours

JOB CODE
0765

DATE WRITTEN
September 2022

Liaison with Church Community Builder Solution (CCB)
1. Act as the main contact for Church Community Builder
2. Become knowledgeable on every aspect (except functions related to Finance) of the Church Community Builder solution.
3. Remain up to date on any software changes and relay these changes to the appropriate staff affected by them.
4. When questions or issues with the software arise, contact the support team at Church Community Builder for assistance.
5. Submit change/improvement requests to Church Community Builder.

JOB SKILLS AND REQUIREMENTS

- Familiarity with database software
- Team player
- Extremely detail-oriented and administratively gifted
- A growing Christian and regularly attends a Cornerstone community group and weekend services
- Ability to recognize and maintain confidentiality of information
- Strong interpersonal and training skills
- Effective problem-solving skills

- Positive attitude, high integrity, excellent communication skills & works well with others
- Displays Christ-like behavior, treats others with dignity, respect & compassion
- Excellent time management, organizational and multi-tasking skills
- Is grace-oriented, has a shepherd's heart, a good sense of humor and models humility
- Proficient at Microsoft Word, Excel, Cornerstone Central, Portals and Social Networks