



Assistant to the Director of Operations and Database Coordinator

Reports to: Director of Operations

Ministry Description:

To clear the Director of Operations' path of nonessential decisions and tasks by providing administrative support, information and schedule coordination, database coordination and management, project/meeting support and coordination, general church communications as it pertains to finance and database management, and other tasks as assigned to support the Director of Operations and The Village as a whole.

Qualifications and Skills:

- Self-starter who takes initiative and anticipates needs.
- Comfortable in an entrepreneurial setting and excited to support a new and growing church.
- Highly organized and detail oriented: loves organizing things and people, and turning vision into reality.
- Excellent people skills and a strong work ethic.
- Excellent communication skills, both written and oral.
- Enjoys a team environment and a job they can build, grow and evolve with as well as working independently to complete a variety of tasks.
- Demonstrated ability to handle confidential information appropriately.
- Positive and flexible attitude and ability to maintain grace and poise under pressure.
- Able to juggle multiple tasks and changing priorities without becoming frustrated.
- Able to run errands and perform related tasks around the community as needed.
- Bachelors or associate degree and previous administrative experience preferred.
- Strong database experience and ability to create and manage database systems. Experience with Church Community Builder and/or Arena/Shelby Systems a plus.
- High proficiency with Mac computer/devices and operating system as well as Microsoft Office, Excel, and relevant administrative tools and systems.

Work Schedule and Number of Hours: Part-Time

25 hours per week, including some evening meetings as needed and required by the position.

Ministry Responsibilities:

- **Administrative Support:** Support the Director of Operations through the coordination of work schedule and filtering email correspondence; help maintain the overall church schedule/calendar; support in the coordination of meetings by managing correspondence with participants, booking and preparing space, and ensuring necessary items such as agendas, food, supplies, etc. are available; support in the coordination of mass/churchwide communications through mailing and email campaigns; complete administrative tasks such as credit card statements and expense reports; and support in additional staff needs.

- **Database Management and Oversight:** Coordinate and maintain The Village database system through Church Community Builder. Create and maintain systems to preserve the integrity of the information; support and lead staff members in their database responsibilities; and build and implement vital signs reporting based on overall church metrics and goals. Support Lead Pastor and Director of Operations by preparing appropriate reports for churchwide communication; preparing and sending member transfer letters; and maintaining attendance records. Act as the liaison between The Village and BUMC as it pertains to database management; assist team members in setting up event registration; supply appropriate information to BUMC staff for items such as year-end reporting to the conference; and ensure that any information required in Arena (BUMC's database) is provided and kept up-to-date.
- **Overall Church Admin Support:** Assist in ordering supplies for churchwide needs, including but not limited to equipment and supplies (replacement pipe and drape, lighting, cases, etc.); complete and turn in the churchwide credit card statement; manage POs specific to overall church operations (school rent, contractors, reimbursements for lay leaders, etc.), act as the liaison between BUMC and The Village and support staff with questions or needs surround the PO process; and assist in booking rooms for Village staff at BUMC through appropriate channels.
- **Other responsibilities as coordinated with the Director of Operations.**