

**TRANSFORMING  
THIS GENERATION**



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## **Database Manager/Youth Ministries Administrative Assistant Job Description**

**CATEGORY:** Locally Hired, Hourly Wage, Part-time (20 hrs./week)

**WAGE RANGE:** Commensurate with Experience

**BENEFITS:** Holiday/sick time and Retirement Available

**SUMMARY:** Reports to and performs diverse administrative assistant duties for the Youth Ministries Pastor including volunteer and event management. In the role of Database Administrator, performs Church Clerk functions and reports to the Lead pastor, processing incoming and outgoing transfers and taking minutes at church board and business meetings. Will become familiar with and maintain the church member database, offering support to other team members as needed. For a specific list of duties please see "Duties."

Requires membership in and knowledge of the Pioneer Memorial Seventh-day Adventist Church policies and organizational structure; a high level of technical skills (well-developed keyboard, computer, database software, etc.) and high levels of confidentiality, tact, friendliness and other aspects of strongly developed interpersonal and organizational skills. Must maintain a well-organized office and follow church office dress code.

**AUTHORITY ACCOUNTABILITY:** Authority is delegated by the supervisor. Work is to be performed with limited supervision and requires the ability to independently carry out duties and meet deadlines.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Skills and abilities generally acquired through two-year college degree in office administration or business-related field including courses in keyboarding, word processing, computer literacy, office decorum, etc. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

**KNOWLEDGE AND SKILL:** Must be: (1) adaptable and able to evaluate priorities; (2) have ability to perform secretarial and support duties with speed and accuracy without constant supervision; (3) have ability to work under pressure and with frequent interruptions and be well-organized and attentive to details.

Knowledge of up-to-date office procedure required, such as Microsoft Word (Office, PowerPoint, Excel, etc.); Database software, proper telephone etiquette, usage of general office equipment, above-average keyboard speed with high accuracy, and accurate English usage, including spelling, grammar, punctuation, etc.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:** As there is considerable internal and external contact with people on a daily basis, employee must have a pleasant personality and good telephone etiquette and possess the ability to deal tactfully and effectively with pastors, office staff, members and guests who need assistance. Must be able to effectively handle confidential information and situations at all times and maintain high degree of support for personal privacy.

**PHYSICAL REQUIREMENTS:** Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, and carrying of light items may be required. Standard work hours to be arranged. Overtime is rarely required and only with supervisor's permission.

**PIONEER MEMORIAL CHURCH**

8655 University Blvd., Berrien Springs, MI 49103  
www.pmchurch.org | www.pmchurch.tv | 269-471-3133

## Database Manager/Youth Ministries Administrative Assistant Job Description Continued

### SPECIFIC JOB DUTIES:

#### Youth Ministry Clerical Support

- Appointment/meeting scheduling
- Mail handling
- Voicemail management
- Volunteer management
- Follow-up for decisions
- Report generation
- Youth Ministry event coordination including:
  1. Satellite
  2. The Tent
  3. Mission Trip
  4. Sun, Fun, & Faith
  5. BCYF Youth Tent
  6. Flag Camp
  7. Teacher's Appreciation
  8. Pathfinder Sabbath
  9. Children's Celebration of Christmas
  10. Thanksgiving Baskets
  11. Andrews Academy & Ruth Murdoch Elementary School Week of Prayer follow-up
- Other support tasks as assigned

#### Church Clerk

- Coordinate scheduling of baptisms and baby dedications
- Church Board minute transcription
- E-Adventist interface management
- Management of related fields and functions of the Arena including:
  1. Member information and statistics
  2. Transfers
  3. Address changes

#### Database Manager

- Work with Senior Staff and ministry leaders to further develop and implement the use of Arena by:
  1. Identifying relevant modules
  2. Coordinating with other ministry areas which modules to implement
  3. Training staff to use their related areas
  4. Troubleshooting implementation