

St. Peter Catholic Church Job Description

Position:	Database and Compliance Coordinator
Classifications:	Non-Exempt, Part Time
Reports To:	Finance and Operations Manager
Evaluation By:	Finance and Operations Manager and Pastor
Supervises:	None

Job Summary: The Database and Compliance Coordinator is responsible for processing and maintaining all required volunteer documentation in compliance with Diocesan policies, for reviewing the database, maintaining the accuracy and integrity of the data files, and for posting updated/new entries into the parish database.

Essential Functions:

- Updates and maintains the parishioner database on a weekly basis with new information.
- Reviews entire parishioner database for consistency and accuracy and makes corrections to existing data as needed.
- Updated and maintains the database for the Collection Envelope Company on a weekly basis
- Processes parishioner volunteer paperwork, including background checks on parish volunteers in compliance with Diocesan policies.
- Manages the software system that links volunteers to online training.
- Manages the Safe Environment program.
- Prepares a monthly spreadsheet of changes in parish membership and distributes to Diocesan office.
- Assist with the Stewardship of Time and Talent annual initiative under the directions of the Facilities and Operations Manager regarding Save Environment

Other Responsibilities:

- Compiles welcome letters and packets for new members.
- Reviews under direction of the Finance Office, MACS annual parish membership and provides updated information as requested.
- Assists other staff with database projects, as needed.

Qualifications:

- High school diploma
- Associates degree in administrative office technology or related area would be beneficial
- Minimum of 1 year previous related experience
- Proficiency in database management
- Proficiency in Microsoft Office Suite
- General working knowledge of church office environment
- Working knowledge of office equipment (copiers, fax machines, telephone systems, computers, calculators, etc.)
- Working knowledge of SignupGenius, Constant Contact, Church Office, Survey Monkey beneficial
- Valid NC or SC driver's license

Physical Requirements:

- Sitting, walking, typing, standing, lifting

Work Environment:

- Office

Core Competencies:

- Functional/Technical – Utilizes technology applications effectively and efficiently; is attentive to and observant of details related to the work being done; is accurate in performing work responsibilities; is creative in determining solutions for accomplishing work at hand; effectively and efficiently uses available resources; applies practical knowledge to addressing problems and challenges.
- Interpersonal Skills – Establishes good working relationships with others; treats others with respect and consideration; practices attentive and patient listening; works well with people at all levels of the parish; builds appropriate rapport; is approachable and pleasant.
- Initiative – Enjoys working hard; is action oriented; seeks and takes advantage of opportunities; sets high expectations for self; works well without close supervision or detailed direction.
- Time Management – Uses time effectively and efficiently; prioritizes tasks based upon importance or urgency; projects focus; manages interruptions without disruption to the task at hand.
- Parishioner/Staff Focus – Focuses on the needs of both staff and parishioners; willingly provides services when needed; responds promptly to requests for answers and resources from those needing services; is flexible and adaptable to changing situations.

This description is not intended to be an all-inclusive list of duties, responsibilities and skills required for the performance of this position. The employee will also perform other related duties as assigned by his/her supervisor/manager.

I have read the above and agree to its provisions.

Employee Signature: _____ Date: _____

Supervisor/Manager Signature: _____ Date: _____