

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Data Systems Coordinator	Status:	Full-time
Department:	Communication Arts	FLSA:	Exempt
Reports to:	Director of Communications	Job Class:	Professional
Direct Reports:	None	Ordained Minister:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Monday - Friday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. **Job Summary:** Provide support of OHC Ministry Plan initiatives by assisting Data Systems with data entry that results in a high level of data integrity and training of staff members.

II. **Primary Duties and Responsibilities:**

1. Provide ongoing database support to staff by responding to inquiries and database issues working to provide a resolution.
2. Coordinate equipping of staff to manage the database effectively by creating and delivering customized training to Campuses.
3. Identify and assist with ongoing enhancements to database features and functions.
4. Coordinate with ministry teams to obtain information and enter data into the database for guests, employees, new members and existing members on an ongoing basis or until a campus is ready to manage locally. Manage merging and cleanup of records as needed.
5. Maintain data entry standards and guidelines to ensure that information entered is consistent and uniform.
6. Monitor the Communication Arts Requests portal and provide weekly reports.
7. Coordinate the communication of projects from start to completion with appropriate follow up on status of projects.
8. Provide weekly Operations metrics report.
9. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**

1. Two (2) year degree from an accredited college or university in information science, computer science, management information systems (MIS) or a similar technical field (Bachelor’s degree preferred).
2. 3 years of experience in a related field. Experience can be substituted for education.
3. Current Texas driver’s license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

IV. Knowledge and Abilities

1. Knowledge of computer office applications and equipment.
2. Knowledge of HTML, CSS, JavaScript, and MS-SQL .
3. Ability to communicate with developers/analysts, other teams and staff members (individually and in group settings).
4. Ability to work independently with limited supervision.
5. Ability to analyze how data is coming in, and how it will need to be organized so that it may be easily accessed when needed.
6. Ability to be a team player and work well with others.
7. Ability to think logically and problem solve.
8. Ability to attend to details.
9. Knowledge of English grammar and vocabulary.
10. Ability to communicate clearly and effectively through both verbal and written means.
11. Ability to establish and maintain effective working relationships with ministry volunteers.

V. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with OHC and become a member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Revised: June 2018