



Reports to: Executive Operations Director

Direct Reports: none

Position Summary: The Scheduling & Database Specialist provides essential administrative and organizational support to ensure the smooth day-to-day functioning of church ministries and facilities. This role oversees the use and scheduling of church calendar, manages and maintains the church database for accuracy and consistency, and serves as a primary point of contact for incoming requests related to facility use, events, and rentals. Working closely with staff, ministry leaders, and external partners, this role coordinates calendars, communicates logistics, and helps align resources so ministries and events can happen effectively. This role supports both internal church life and outward-facing hospitality, contributing to a well-organized, welcoming, and mission-focused church environment.

Essential Responsibilities

- Manage and maintain the master church calendar using Planning Center, coordinating facility use for ministries, events, and approved outside groups.
- Receive, evaluate, and process requests for facility use, including events, memorials, meetings, and rentals, serving as the primary point of contact for external parties.
- Execute Facility Use Agreements and oversee related logistics, including collection of fees, deposits, and insurance documentation, as well as coordinating post-event inspections and deposit returns.
- Maintain accurate and up-to-date church database records, ensuring data integrity, consistency, and appropriate reporting.
- Serve as a liaison between church staff, ministry leaders, volunteers, facilities, and hospitality teams to ensure smooth communication and event execution.
- Collaborate closely with the Event/Hospitality Lead and Facilities team to align scheduling, setup needs, and on-site support.
- Support and improve operational systems and administrative processes that enable ministries and events to function efficiently and effectively.

Additional Responsibilities

- Participate in All Staff meetings (1st Tuesday/month).
- Continued training as needed.
- Other duties as assigned by supervisors.

Job Requirements

- A growing Christ follower as supported by signed statement of faith from Fair Oaks Church.
- An active participant at Fair Oaks Church.
- Experience with Planning Center Online Calendar, Shelby Database, and Microsoft Suite.
- Highly organized and self-motivated, with strong written and verbal communication skills and the ability to work well with a wide range of people.
- Detail-oriented with demonstrated administrative strengths and a commitment to accuracy and follow-through.

Work Schedule: Tues-Friday | 10a-3p

Compensation: \$20-\$30/hour (Determination of placement in the pay range will include consideration of education, training, and experience.)

Job Status: Part-time (20-25 hrs/week), non-exempt.

Application Process: To apply, please click [here](#) for next steps.