Part-Time Database Manager

Mission of the United Methodist Church of the Shepherd: We exist to connect people to the God who desperately loves all so that we can live as disciples in Christian community.

Part-Time Database Manager:
We are seeking a detailed, technological individual to implement database standards, organize the existing database, and hold accountable COS Staff use of Planning Center. This person will report to the Director of Finance and Operations.

This is a flexible part-time position (approximately 10 hours/week). Must be available for remote or in-person meetings during business hours. Ideally, they would be available to participate in Wednesday morning staff meetings.

Key Responsibilities:
- Create written standards for Planning Center and train/hold staff accountable to the standards.
- Train staff in the use of Planning Center.
- Clean-up existing database and maintain its organization going forward.

Skills & Qualifications:
- Faith in Christ and a commitment to the mission of the Church of the Shepherd.
- Strong computer experience. Knowledge of Planning Center (or other church management systems or people databases) preferred.
- Ability to resolve conflict in healthy ways and adapt to changing needs.
- Strong communication (verbal and written).
- Successful completion of a background check and Safe Gatherings training is required.

Compensation: $20/hour, possibly negotiable based on experience.

How to Apply:
Please submit a resume and cover letter to staffing@coswired.org. Please no phone calls.