



# FIRST MCKINNEY

BAPTIST CHURCH

## Job Description

**Job Title:** Database Specialist

**Job Purpose:** Responsible for assisting the Serve Others Team with database tasks including, but not limited to, data entry and maintenance, reporting, guest and membership pathways, Guest Service communications, and volunteer scheduling.

### Responsibilities:

- Process Membership Forms – entering information into the database and attaching the member form to the profile.
- Process Membership Letters – attaching documents to user profiles and updating their pathways.
- Assist Serve Others Team with entering information, such as guest cards.
- Assist Serve Others Team with database reports including invite lists for Discover First and Serve first, assimilation reports and background checks.
- Assist Serve Others Team with updating and managing database pathways (First Time Guest, Serve Others, New Member, and Volunteer Onboarding).
- Attach new member photos to their database profile.
- Audit new records added by staff to identify improper data entry and missed information.
- Update member records to reflect completed assimilation tasks, such as completing Discover First.
- Functions as the Realm and Event Registration guru for staff when needed.

### Qualifications:

- Understand and embrace our mission, strategy, values, and objectives.
- Display a vibrant pursuit and relationship with Jesus Christ.
- Must agree and adhere to Statement of Core Beliefs & First McKinney Core Values.
- Critical thinker who shows initiative in database review and can identify additional report needs.
- Proficient knowledge of office software including Microsoft Office, Google Workspace (i.e. Gmail, Google Docs, etc.), and Email.
- Proficient knowledge of office technology.
- Self-starter and detail oriented.
- Proficient database experience, specifically with Church Management Software (ChMS), preferred.

Part Time: Hourly	FLSA Status: Non-Exempt
Ministry: Serve Others	Account #: 60030
Reports to: Missions Minister	Date Prepared: February 2026