

First Unitarian Church Position Description

Position Name: Database Committee Member (Database Administrators)

Purpose of Position: to oversee and manage the church's online database (currently called ChurchDB)

Responsibilities:

1. Train volunteers and staff in use of ChurchDB
2. Answer basic questions from staff/volunteers in a timely fashion
3. Communicate with ChurchDB (Austin Computing) about problems and needed changes in the system
4. Assign and retract privileges for using various parts of ChurchDB
5. Make changes to ChurchDB as needed

Qualifications:

1. Strong computer skills
2. Strong problem-solving skills
3. Strong communications skills

Amount of Time Required: 1-2 hours/month

When: Meet quarterly; communicate as needed via phone or email between meetings

Training Provided: Current members will train. ChurchDB also provides Webinar training and phone and email support.

Responsible To: Assistant Minister

Support Provided: Committee members divide up tasks. The Office Administrator works closely with the committee. Austin Computing provides help.

Last reviewed 2/17/11