

Title:	Communications and Database Assistant
Reports to:	Director of Communications and Support Services
Collaborates with:	Minister, Countryside staff, Church Council Boards and Committees members, community
Employment status:	Part-Time, Hourly, 20 hours/week

Position Summary

The part-time Communications and Database Assistant will assist the Director of Communications and Support Services in enhancing Countryside's growth and presence in the community. This position has two key focus areas: the church's database and communication. Membership is critical to the growth and mission of Countryside Community Church. This person is well-organized, capable of managing multiple projects and assignments simultaneously and meeting deadlines, a self-starter, a strategic thinker, effective communicator with strong listening skills. This position is responsible for maintaining and maximizing the church's database, training, and supporting others in using the database. Knowing and managing information about members and being able to sort it and make connections is important to Countryside as we grow.

The main responsibilities of this position are database management; governance support; making connections between staff, leadership and boards, and the community; and supporting the Director of Communications and Support Services.

Key Responsibilities

Database Administration

- Main responsibility for creating & maintaining the completeness, accuracy, usability, and security of the Church Management System (ChMS).
- Responsible for assisting staff, church leaders, and group leaders in maximizing the potential of the Church Management System (ChMS) in their management, structure, reports, and use of the data. Serve as primary contact with church database support.
- Verify and maintain the integrity of the information in ChMS.
- Write, produce, and coordinate all reporting needs. Perform statistical reporting on membership, attendance, stewardship, and system usage.
- Set up logins, security rights, and training with staff and volunteers needing access to the database.

Communications

- Assist the Director of Communications and Support Services.
- Support the preparation of print, digital, and social communications as needed.

- Support graphical design as needed.

Governance and Ministry Support

- Project support for congregational communications as directed by the Communications Director in coordination with Administrative Assistants, such as:
 - Annual Report; Annual Meeting; All Board Training; Board Chair Training
 - Congregational letters and other communications
- Liaison with Nominating Committee.
- Liaison with New Member Team.
- Database support for board chairs (attendance/directories).

Front Office Support

- Backup for office support (phones and doors).
- Duties and projects as assigned.

Competencies and Characteristics

Personal Characteristics

- High level of personal and professional integrity; Relates well to a wide range of personality types; Self-starter; Capable of working with close and distant supervision; Open to new ideas and approaches; Sensitive to interpersonal dynamics; A team builder and player who can collaborate with others.
- Is respectful of the traditions, values, and theologies present in the United Church of Christ and Countryside Community Church.

Interpersonal and Communication Skills

- Focuses on solving conflict; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Organizational and Planning Skills

- Ability to manage multiple projects simultaneously, plan, and meet deadlines.
- Following instructions, responding to management direction; Taking responsibility for own actions; Keeping commitments; Completing tasks on time, or notifying the appropriate person with an alternate plan.

Teamwork

- Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Qualifications

- Three years of experience in marketing, communications, database management, or project management.
- Experience in using communications tools and digital media.
- Excellent writing, editing, and verbal communication skills.
- Proficient in using Microsoft Office Suite, including 365, Excel, Word, PowerPoint, Publisher, and SharePoint.
- Familiarity with design products like Adobe Creative Suite or Canva.
- A comfort level with WordPress, HTML, CSS, and web analytics.
- Knowledge of current social media platforms to post and edit content.
- Familiarity with church management software (ChMS) is a plus (Touchpoint).
- Must be flexible in working hours and can support activities during evenings, weekends, and holidays.
- Knowledge of church operations is a plus.

Education Requirements

- Associate's degree or related certificate program preferred.

Physical Demands

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit and stand for extended periods.
- Must see and read a computer screen and printed material.
- Must be able to hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly.
- Must have the physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

Compensation

Based on experience and expertise.

About Countryside Community Church

Countryside is affiliated with the United Church of Christ. We were established in 1949 as part of the Congregational Church, one of America's oldest denominations, which remains strong in New England. In 1957, our branch of the Congregational Church joined with the Reformed Church in the United States, independent congregations of the Christian Connection, and the

Evangelical Synod of North America to form what is now commonly known as the United Church of Christ, or the UCC.

We are currently located at 13130 Faith Plaza in Omaha, Nebraska. In the spring of 2019, we relocated our congregation to the Tri-Faith Commons at 132nd and Pacific as the Christian partner of the Tri-Faith Initiative.

Our Mission: We are an inclusive, open, and affirming family of faith, welcoming all to God's table of love and acceptance. We are diverse yet united by Christ's example. We care for one another, support one another, and challenge one another to become all that God creates us to be. We work together to nurture our community and promote peace and justice in our conflicted world.

Equal Employment Opportunity

It is the policy of Countryside Community Church to grant equal employment opportunity to all qualified persons without regard to race, color, creed, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability, or handicap – if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications by the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as outlined in the employee's position description. By applicable state and federal laws, reasonable accommodations will be made to assist employees with disabilities in performing essential job functions.

Countryside Community Church is organized for religious purposes and is substantially supported by a religious body, the United Church of Christ. As a religious organization, Title VII of the Civil Rights Act of 1964 exempts churches from the prohibition on religious discrimination; consequently, our hiring practices may require faith as a job-related, objective job qualification for some specific positions.