

Position Description

Position	Department
Database Support - Part-time	Church Planting
Location	Ministry Centre Location
On-site or Remote	Ministry Centre, 4315 Village Centre Ct, Mississauga
Reports to	Date of last Revision
Jared Siebert, Director Lisa Howden, Office Manager	September 21, 2021
Peers	Subordinates
Administrative Assistants	none

Position Overview

The Database Support position for Church Planting serves the Director of Church Planting. This position can work on-site in Mississauga or work remotely. Occasional travel is expected (costs will be covered for this). This job requires an individual to provide maintenance of all records and database materials required. The incumbent has experience working with database systems. The incumbent works with other staff in a pooling of projects as assigned by the office manager.

Minimum Education and Job-Related Experience Requirements

To be considered for this position, an applicant must have a high school diploma and should have upgraded skills with additional work related courses. The candidate must have at least one year of experience in a position of similar scope and responsibilities. Fluency in English is required.

Preferred Education and Job-Related Experience Achievements

An ideal candidate for this position would have completed a related program at the Community college level and would have between 4 to 6 years or experience in a position of similar scope and responsibility. The ability to speak and read French is an asset.

The Free Methodist Church in Canada

Responsibilities and Activities

The prioritized responsibilities and strategic activities for this position are listed below:

Major Category	Prioritized Responsibilities	Strategic Activities
Church Planting System	Maintains church planting database	Solicits church plant info from coaches Track use of New Leaf resources Develops timeline for follow-up with planters and maintains database Files year-end financial reports from church plants Maintains frequent contact with coaches through email & phone.
Church Planting Coaches	Works in concert with Coaches and Admin Assistant to support Church Planters	Evaluate database together Help coaches to develop next steps plans in the Church Planting Process Seeks to answer questions that coaches may have
Communication	Assists with departmental communication when needed.	Manages Church Planting website updates Provides regular reports to the Director on communication Assists Director on communication projects (ie - Regional Gathering, General Conference, etc...)
Administration	Gathers research information as requested by Director	
General Office	Supports other administrative staff as required	

Core Competencies

The operationalized core competencies which the incumbent must possess in order to be effective in this position are listed below:

Core Competency	Operationalized Competency "What does this look like on the job?"
Initiative & Interaction	Takes initiative and is able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
Communications – Spoken and Written	Able to clearly present information through the spoken word; influence or persuade others through oral presentation in positive or negative circumstances; listen well: able to write clearly and effectively present ideas and to document activities; to read and interpret written information
Process Improvement	Developing reliable and sustainable processes that add value to our customer
Organization and Planning	Able to organize or schedule people or tasks; to develop realistic action plans while being sensitive to time constraints and resources
Commitment to Task	Able to start and persist with specific courses of action
Analytical Problem Solving	Able to use a systematic approach in solving problems through analysis of problem and evaluation of alternate solutions; use logic, mathematics or other problem solving tools in data analysis or in generating solutions

Other Items:

- must have demonstrated office organizational abilities
- must possess at least an intermediate computer competency including some trouble-shooting skills
- speaking and writing French is an asset
- website maintenance capabilities an asset
- proofreading and editing skills an asset