

## **Job Description**

**TITLE: Database Administrator/IT Assistant**

**I REPORT TO: IT Administrator**

**REPORTING TO ME: None**

**CATEGORY: IT**

**LAST UPDATED: March 2023**

### **Job Summary:**

To provide continuous ICT services and to ensure adequate and up to date data services for all users with the least possible interruptions through implementation of regular systems and hardware maintenance.

- **IT**
- Provide general management of the church database systems. (PCO, CDM+ and SQL)
- Assisting in attending to IT user requests using the IT support ticketing system
- Maintain up to date giving and membership records.
- Support all IT requirements for conferences and events.
- The Database Administrator will manage security rights and user access to PCO. The DBA will also maintain a history of all updates.
- Serve as troubleshooting resource for all staff.
- Oversee staff and Life team training in PCO software. Provide overview of information systems during orientation of each new employee, and train as necessary. Plan PCO classes as needed by staff.
- Assist staff with (CDM+, PCO and SQL) reports as needed.
- Implement any new PCO modules.
- Design and updating of all websites.
- Assisting in maintenance of all computer hardware and software
- Monitor weekly and monthly backups of software and computers.
- Generate weekly and monthly reports of software and internet usage.
- Generate quarterly department reports from the database.
- Perform other such duties as assigned by the supervisor.
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### **Qualifications:**

- Minimum diploma in Information Technology/IMIS or related field
- Minimum 2 years experience in IT field
- Very good knowledge of all the products within the Microsoft Office Professional Package
- Proven skills of working in a multicultural setup
- Proven and respectful communication skills with staff, church members and business partners



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- Reliability in working with very confidential issues in Management and other church related areas.
- Good IT troubleshooting skills
- Accuracy of work and reliability/trustworthiness

**Other:**

- Be loyal to the Seniors Pastors and to the Ministry's vision, mission and values
- Provide care, love and encouragement to all staff and lay leaders with whom you have contact or dealings
- Perform all other duties assigned by the Senior Pastors, Executive and Administrator
- Adhere to the MLFC Staff Statement of Ethics