



Job Title: Rock Database Administrator

Reports to: Technology Director

Status: Exempt/Salaried Full Time

Prepared By/Date: Janine Mikell/Ernest Jackson - 9/28/2021

Approved By/Date: Michelle Ravan - 9/29/2021

Position Summary

The Database Administrator is responsible for Rock RMS management, staff training, and new Rock projects and initiatives. They will also be responsible for helping to troubleshoot and problem solve tech support issues on Sundays and Wednesdays.

Roles and Responsibilities

- Work with BEMA for support as needed
- Implement and maintain Rock RMS projects and initiatives
- Work with ministries to provide new features and solutions in Rock RMS
- Train staff to effectively use Rock RMS to empower ministry
- Design and implement dataviews, reports, dashboards, workflows, and other requested tools in Rock RMS
- Ensure reliability and usability of check-in systems
- Manage team of Rock Master Class-trained staff to maximize their impact
- Maintain security of Rock RMS
- Manage event registrations, forms, surveys, communications lists, and other Rock RMS tools
- Provide support for check-in on Sunday Mornings and Wednesday Evenings
- Provide Tier 1 support on Sunday Mornings and Wednesday Evenings

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent
- Willing to become a member of East Cooper Baptist Church
- 2+ years of experience using Rock RMS
- 2+ years of experience managing Rock RMS preferred
- High level of integrity, confidentiality, and dependability
- Ability to adapt to a continually evolving environment
- Proficient in Microsoft Word, Excel, and Google applications
- Familiar with Microsoft Azure Portal
- Familiar with SQL and Lava
- Proficient with macOS and Apple products
- Proficient in troubleshooting devices and peripherals
- Familiar with networking (routing, switching, firewalls)

If you are interested in this opportunity and meet the qualifications above, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.