



## Short-Term Database Administrator

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**Job Title:** Short-Term Database Administrator

**Ministerial Designation:** Ministerial Exemption

**Department:** Office of the President

**Reports To:** Executive Assistant, Office of the President

**Prepared Date:** 7/28/2022

### Summary

This position participates in the Mission and Ministry of Tenacre by supporting our outreach to the Christian Science field and global supporters. This is a short-term project to update Tenacre's global mailing list. Depending on availability, the project is expected to take four to six weeks and should be completed by early October. The schedule is flexible, but the individual is expected to work on Tenacre property to access the database.

This position requires technical and organizational skills as well as comfort working with our online database and email software program. This position also requires the ability to function successfully in both team and independent work environments.

### Competencies

To perform this job successful, an individual should have an appreciation and understanding of Christian Science nursing and the broader Christian Science field (e.g. churches, societies, etc.).

**Teamwork** -- Exhibits objectivity and openness to others' views; is teachable and welcomes constructive feedback; contributes to building a positive team spirit.

**Technical Skills** -- Assesses own strengths and weaknesses; strives to build knowledge and skills continuously; able to use Excel, similar databases, and other online software.

**Judgment/Motivation/Planning** -- Exhibits sound and accurate judgment; includes appropriate people in the decision-making process; demonstrates persistence and overcomes obstacles; prioritizes and plans work activities; uses time efficiently; exercises discernment in work.

**Adaptability/Dependability** -- Can deal with change, delays, or unexpected events; follows instructions, responds to management direction; takes responsibility for own actions; commits to completing work when necessary to reach goals.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Willing to learn Tenacre database systems for its mailing list
- Updates mailing list based on returned calendars from Tenacre calendar mailing and the latest issue of *The Christian Science Journal*
- Coordinates email address updates with our email software
- Provides regular updates to the Office of the President about project status
- Uses discernment when making adjustment to the mailing list
- Has a flexible schedule within a regular workweek (M-F preferred)

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Member of The Mother Church, preferred

**Education and/or Experience**

- Understanding of Christian Science field (churches, societies, CS practitioners, CS nurses, etc.)
- Competent with word processing and typing
- Proficient in using Microsoft Outlook, Word, and Excel Spreadsheets
- Excellent communication skills
- Some high school education, preferred
- Must speak and write English to a high standard

**Certificates, Licenses, Registrations**

None required