



RENAISSANCE
CHURCH

Database Administrator

Job Description

(part-time, 15–20 hrs/wk)

Overview

The Database Administrator will report to the Events and Projects Coordinator and is responsible for the oversight and day-to-day maintenance of our church database system, Planning Center Online (PCO). This part-time, technical, and administrative role ensures the accuracy, organization, and usability of data that supports church operations, communications, events, and ministry engagement.

Key Responsibilities

- Maintain and update contact records, household info, tags, and status indicators in Planning Center Online
- Regularly audit and clean the database to ensure data integrity and reduce duplicates
- Create and manage reports as requested by staff and ministry leaders
- Support the Events & Project Coordinator by assisting in the creation and management of forms, lists, workflows, event registrations, groups, check-in systems, and volunteer scheduling systems in PCO
- Collaborate with the Connections Director to
 - Tracking attendance
 - Create and manage follow-up workflows
 - Manage engagement pipelines
- Assist in providing basic training and support for staff and volunteers using Planning Center
- Maintain confidentiality and security standards for all personal and organizational data

Expectations

- Bachelor's degree preferred
- A minimum of one year of administrative experience, preferably in a church or nonprofit organization.
- Experience supporting teams across multiple departments
- Technically savvy and comfortable learning new digital tools, preferably have a strong working knowledge of Planning Center Online or church management systems.
- Excellent organizational skills with a high level of attention to detail



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- Proficient in spreadsheets (Google Sheets, Excel, Numbers) and cloud-based collaboration tools (Google Workspace, monday.com or similar)
- Reliable, self-motivated, and able to manage time and tasks independently
- Strong written and verbal communication skills
- Must be in agreement with the beliefs of Renaissance Church and possess a desire to support the mission and vision.

Email Glory DeSimone (glory@renchurch.com) to apply.