

## **THE FRIENDS OF ISRAEL GOSPEL MINISTRY, INC.**

### **POSITION DESCRIPTION**

**Position: F/T Database Analyst**

**Reports to: Director of Information Technology**

#### **Purpose of the Position**

The Database Analyst is responsible for carrying out a variety of assignments and various functional tasks to aid in a successful career in a technology-concentrated field. They are responsible for assisting IT in various projects in the department.

#### **Position Qualifications**

- Dedicated Christian who demonstrates an understanding of FOI's philosophy, ministry and policies
- Proficiency in Google Workspace and Microsoft Office Suite
- Experience in Microsoft SQL Server database administration
- Experience developing reports and spreadsheets
- Strong organizational skills and attention to detail
- Strong interpersonal skills with the capacity to collaborate with others
- Ability to work independently

#### **Position Responsibilities**

- Learning and utilizing Studio Enterprise CRM
- Using and creating SQL queries and reports
- Understanding and maintaining on-site and remote SQL Server databases
- Assist with troubleshooting issues and provide technical support
- Provide IT support in areas such as cybersecurity, programming, analytics, and data center management
- Perform any and all other duties as directed by the Director of IT.

#### **Professional Development**

The Database Analyst will maintain a working knowledge of changing technologies. FOI encourages membership in professional associations and attendance at professional conferences.