

Community IT support Coordinator (CITc)

Responsibilities include, but are not limited to the following:

- Extract information from the database as requested by the Community Board members and particularly ensure that the database is available for referencing purposes by the TSC at their selection meeting.
- Present a report detailing the pilgrims/caterpillars that have applied for a Walks, Flights or Encounters and previous applicants on the waiting list (in association with the Registrar)
- Together with the Registrar:
 - Maintain a database of all past pilgrims/caterpillars with full contact details and Reunion Group membership.
 - Ensure that the database is secure, is backed-up to prevent loss of information and to ensure data integrity.
 - Update this database as changes occur.
 - Update the database with details of service on a walk/flight at the completion of each Walk, Flight or Encounter.
 - Obtain contact details of Reunion Group leaders from the CRGC and keep these updated on the website
 - Ensure that the CLD has a record of the database login credentials including passwords should an alternative member be required to access the database.

Additional requirements for the position:

- Extensive involvement in training at Community Board and at Walk, Flight and Encounter level.
- Demonstrate a spirit of cooperation and charity serving with humility and grace while reflecting the nature of a “servant-heart”.
- PC with internet access as well as printing and scanning facilities.
- A good working knowledge of communicating via e-mail and Microsoft Word and Excel.