

LifeSpring Church

Position Title: REALM Assistant

Department: Administration

Classification: Part-Time

Location: LifeSpring Church

Position Overview

The Realm Assistant supports the mission of LifeSpring Church by ensuring the accuracy, efficiency, and usability of the church's Realm system. This role maintains the database, assists staff and members with Realm processes, and actively follows up with individuals who need help taking next steps—whether connecting to a ministry, joining a group, serving, giving, or exploring faith decisions.

This position serves at the intersection of **data, shepherding, discipleship, and connection**, helping people move from attendance to engagement.

Primary Responsibilities

Realm Database Management

- Maintain and update all data within Realm, ensuring accuracy, consistency, and organization.
- Create, adjust, and monitor groups, profiles, workflows, and events within Realm.
- Manage data imports, exports, deduplication, and ongoing system cleanup.
- Generate reports and dashboards to support ministry needs and leadership decision-making.
- Assist staff in maximizing Realm for tracking, communication, follow-up, and ministry processes.
- Train staff and key volunteers on Realm best practices and new features.

Next Steps & Connections Follow-Up

- Assist ministers in follow up with individuals needing help connecting to ministries, groups, serving opportunities, or other next steps.
- Work with ministry leaders to ensure people are contacted, cared for, and connected in a timely manner.
- Provide personal support to individuals who have questions about LifeSpring or need assistance navigating their next steps.
- Partner with the ministry staff and their teams to create smooth, hospitable follow-up systems.

Staff & Member Support

- Assist staff and church members with Realm login issues, profile updates, answering Realm related questions, and general system navigation.
- Provide administrative support for online registrations, events, communication, and churchwide messaging through Realm.
- Troubleshoot Realm-related problems and coordinate with Realm support when needed.
- Maintain a culture of hospitality and excellence in all interactions.

Qualifications

- Strong organizational skills with attention to detail.
- Ability to learn and master database systems
- Excellent communication skills, both written and verbal.
- Servant-centered heart that values helping people connect and grow.
- Ability to maintain confidentiality with sensitive information.
- Comfortable working independently and as part of a team.
- Basic proficiency in spreadsheets and data management tools.

Spiritual & Cultural Expectations

- A growing relationship with Jesus Christ.
- Support the mission, vision, and doctrine of LifeSpring Church.
- Commitment to LifeSpring's culture of hospitality, unity, and excellence.
- Willingness to serve with humility and a team-first mindset.

Other Duties

- Other duties as assigned to support the mission and ministries of LifeSpring Church.

To Apply

Send your resume and a short statement of why you'd like to serve with LifeSpring Church to tharris@lifespring.church.