

Covenant Presbyterian Church

Job Description

Job Title: Data Analyst
Contact: Andrea Diener, adiener@covenantpalmbay.org
Hours: Part-time, 20-29 hours/week average
Option to work from home

SUMMARY

The Data Analyst and Membership Admin is responsible for (1) managing the Church Management Database (MinistryPlatform) and training users of the system; (2) managing all high-level church performance metrics (mostly using Excel spreadsheets and charts); and (3) providing administrative support for the membership process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Church Database Administrator
 - Be the senior administrator for the Church Management Database, which includes ensuring data quality and integrity, enforcing data-entry and data-processing policies and standards, and managing all users and administrators of the system, including their permissions and security roles.
 - Provide or coordinate end-user training for various users of the system on a regular, on-going basis.
 - Maintain regular follow-up training with staff and volunteer leaders to assist and troubleshoot issues.
 - Assist the Director of Ministries and other directors in developing clear and efficient business processes that take full advantage of the capabilities of the church database.
- Metrics and Reporting
 - Manage the church's overall strategic and tactical metrics scorecards and produce regular reports as determined by senior leadership.
 - Produce regular and ad hoc church database reports to support the informational needs of the Leadership Team.
 - Produce and disseminate denominational reports such as the annual PCA metrics.
- Membership Admin
 - Assist the Director of Ministries and Pastoral Care Coordinator with the administrative aspects of developing, implementing, and continuously improving the overall membership process, including moving adults, children, and youth into the various stages of church involvement.
 - Assist the Director of Ministries and Pastoral Care Coordinator with the administrative aspects of shepherding, counseling, and care case management of our members and regular attenders.
- Other administrative or data-related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The primary qualifications for this position are as follows:

- A strong ability to quickly learn and use computer and database systems. This position requires a high degree of self-initiated curiosity and exploration of the various features and components of these systems in order to discover and learn new capabilities.
- Ability to train individuals and teams on the use of the church management database.
- Proficient in producing clear and relevant spreadsheet-related reports, graphs, and other forms of data analysis. Possesses strong logical and analytical skills for deducing trends and conclusions from large amounts of data.
- Proficient with Microsoft Office suite.
- Ability to work well with people.
- Excellent written and verbal communication skills.
- A high degree of flexibility and self-control in stressful situations and environments.
- Ability to meet deadlines and be punctual for meetings.
- Ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently and not require a lot of daily coaching.
- Solid time management skills and organizational abilities. Ability to coordinate several activities at once and to quickly analyze and resolve specific problems is important.
- Possesses a positive, can-do attitude.
- Must be a Christian who supports our overall church vision. Being a member of our church is preferred but not required.
- As a Christian, must build in healthy rhythms of self-care, including nurturing their own soul, mind, body, relationships, and emotional life. Must effectively balance work, family, and personal aspects of life.

EDUCATION and/or EXPERIENCE

An undergraduate degree is not required for this position. However, prior experience with the use of databases and data reporting with spreadsheets is required, along with the ability to quickly learn new databases and business processes. Prior experience with MinistryPlatform is preferred, but not required. All necessary training for the use of MinistryPlatform will be provided.

RESUME

Please email resume to Andrea Diener at adiener@covenantpalmbay.org.