

BLACK ROCK CHURCH
Data Manager

JOB TITLE: Data Manager

JOB DESCRIPTION DATE: 10/6/2020

JOB REPORTS TO: Treadwell Lewis

JOB CLASSIFICATION: Full-Time _____ Part-Time Volunteer _____ Temporary _____
Exempt _____ Non-exempt

THE JOB: The data manager role is best utilized by someone who is passionate about helping people come to know Jesus and grow in their faith. They will use their affinity for data, processes and systems to further the work of the ministry at Black Rock Church. Through managing and monitoring our data processes, they will be able to help our departments discover more avenues of influence and help reach those that are disengaged from our community. The position is part-time, 24 hours per week.

WHO WE'RE LOOKING FOR:

- Passion for the local church, effective ministry and for serving.
- Team Player
- Extreme Attention to Details
- Experience with Excel
- Strong Interpersonal Communication Skills
- Analytical
- Eagerness to Learn
- Masters/Bachelors/Associates Degree/HS Diploma/ preferred.
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement.

THE WORK YOU'LL DO:

- Coordinating with the Director of Guest Connections about data processes and overall strategy
- Examining entries and processes in Realm for accuracy to maintain data integrity which will include inputting, deleting, deactivating, updating and merging profiles.
- Teaching new staff how to use Realm and providing continued education throughout the year
- Answer questions and help ministry departments set up events and pathways in our system
- Communication with the ACS team to solve problems, make adjustments and improving certain functions to meet the needs of BRC
- Pulling data and making simple reports for key ministry areas
- Engaging in strategic meetings with different departments to help them best utilize their data

The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.

THE BIGGER TEAM YOU'LL JOIN:

Black Rock Church is one of the largest churches in New England and has a dynamic 170 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.