**Position Profile**

Data Specialist (Full-Time)

Reports To: Operations Director/IT Director

**Purpose**

Enhance the operational efficiency of ministry by providing ongoing training, data insights, support and administration for database and church management software tools.

**Skills & Abilities**

* Heart for all things statistical and data related in the church;
* Strong communicator;
* Administrative and task oriented;
* Personable;
* Expert with Ministry Platform;
* Planning Center Experience;
* Problem solving and ability to track issues from user and relay to support team;
* SQL Experience (ability to learn for building views & reports) a plus;

**Primary Responsibilities**

* Insure that new and existing staff have database training and access needed for role;
* Provide ongoing support to staff with all things Ministry Platform, Planning Center or Data related;
* Ascertain trends and training opportunities through reviews and interactions with staff, as well as gather stories of how tools are working to improve ministry.  Communicate processes and needed changes with staff and leadership;
* Modify and monitor views, reports and data as ministry objectives and processes change through regular and as-needed review and coaching sessions for ministries/departments;
* Monitor to ensure that data and organizational consistency is maintained;
* Work to build and modify complex views and reports as needed for leadership and ministries.