

The National Presbyterian Church
Data & Attendance Specialist

Position Description

The Data & Attendance Specialist is a role designed to support ministry and optimize attendance tracking in our church management software system, Church Community Builder. This role is critical in providing accurate data entry, analysis, and reporting, which will inform strategic decisions and enhance our ministry's effectiveness. The ideal candidate is tech-savvy, detail-oriented, and possesses good analytical skills, along with a heart for ministry and service. The Data & Attendance Specialist is a full time position that is not exempt under the Fair Labor Standards Act. The anticipated work schedule is Monday through Friday.

Duties & Responsibilities

1. Data Management

- Enter, update, and maintain accurate records within the church management software, including personal information and attendance.
- Manage individual profiles including their creation, revision, and de-activation when needed.
- Regularly review and cross-check information within the system to ensure accurate, complete, and consistent data.
- In coordination with Database Administrator, stay abreast of updates and new features in the church management software that could enhance data capture, analysis, and reporting capabilities.

2. Attendance

- Accurately enter and manage attendance records and other relevant data within the church management software.
- Manage automated queues related to Connections Ministries to ensure data is processed and moved to the next step as needed based on pre-defined steps to be followed.
- Collaborate with church staff to streamline attendance data collection and entry processes.
- Work with Data Team to track church wide attendance data and other metrics to identify trends, patterns, and insights that can inform church leadership's strategic decisions.

3. Data Analysis & Reporting

- Export specific data into preset mail merges for ongoing communications and engagement.
- Process and generate outreach materials for mailing.
- Facilitate the design of customizable forms used to collect information needed to support ministry.
- Identify opportunities for automation and to build system generated process queues.
- Work closely with Data Team and ministry leaders to understand ministry data needs; design and automate system generated reports to support program development and community engagement efforts.

4. Other Tasks

- Provide administrative support to Connections Ministries.

Qualifications

- Proven experience with data entry and analysis, preferably within a church or non-profit environment.
- Strong technical skills, with proficiency in church management software or the ability to learn quickly.
- Experience with Church Community Builder is a plus but not a requirement.
- Excellent organizational and analytical skills, with a keen attention to detail.
- A commitment to confidentiality and ethical handling of sensitive information.
- Ability to work collaboratively across teams and with a variety of projects and constituencies.
- A heart for service and alignment with the values and mission of the church.