



Data Coordinator

REPORTS TO Director of Finance
CLASSIFICATION Full Time, 40hrs/week
EXEMPTION Non Exempt

POSITION SUMMARY

The Data Coordinator's primary role is to help connect the various ministry data points we collect and create insightful reports to inform decision-making and enhance the overall effectiveness of our teams.

GIFT BASE

- Self-Leading
- Organized
- Analytical
- Innovative
- Flexible
- Detail Oriented
- Technical
- Problem Solver

ROLE REQUIREMENTS

- A passion for following Jesus and unity with the vision of Valley Creek.
- Ability to connect various data points into a singular idea/story.
- Strong interpersonal and communication skills with the ability to collaborate effectively with other team members.
- Strong attention to detail and accuracy in data entry and reporting formulas/calculations.
- Excellent proficiency in Microsoft Office and Google Suite applications, advanced Excel/Google Sheets skills preferred. Proficiency in other technology integrations will be helpful.
- Ability to learn new skills and knowledge base in a self-development context.

ROLE RESPONSIBILITIES

- Partner with ministry teams to design systems and processes for collection and organization of data related to various ministry activities, including attendance, serve team engagement, Circle participation and other event outcomes.
- Create reporting templates for other teams to customize and use.
- Oversee reporting consistency across the organization.
- Develop methods for our team to collect qualitative data and be able to report quantitatively.
- Primary Subject Matter Expert of our church management software.
- Lead data serve team and disciple them in both heart and hands.
- This is not an exclusive list of responsibilities, other tasks may be assigned according to ministry needs

WORK HOURS

- Work hours are Monday – Friday, 8:30am to 5pm.
- Required to work during all worship experiences on Christmas Eve and Easter, as well as other possible events outside of normal working hours.