

## Position: Data Integrity Specialist

Reports to: Data Systems Director

Job Location: Central Offices – Arden, NC

Position Type: Full-time

Summary of Position: The Data Integrity Specialist is responsible for data health and the creation of digital resources within our database system, Rock, that can effectively support the ministries of Biltmore Church.

### Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership, and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected.
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Strong problem-solving skills
- Excellent written and verbal communication skills
- Detail oriented with a keen eye for small mistakes
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Previous Rock RMS, HTML, CSS, SQL experience is a plus!

### Essential Responsibilities

- Oversee data maintenance (first time guests, pending list, duplicate records, data errors, self-inactivated list, data grooming, etc.)
- Oversee and maintain Connection Requests and continually create new ways to help ministries
- Create reports/lists as requested by the ministries and keep those environments clean and useful
- Oversee check-in configurations (volunteers, kids, students, special events, etc.)
- Oversee the creation/editing of groups and ensure data is accurate on external resources
- Oversee the Project Management resource and work to improve ministry buy-in and use
- Work with other Data Systems team members to help create ways improve our product and how we can better serve the ministries of Biltmore Church
- Build positive relationships with staff and ministry leaders
- Participate in bi-weekly Data Systems team meetings
- Other duties as assigned