

Position: Data Integrity Specialist

Reports to: Technology Director

Job Location: Central Offices – Arden, NC

Position Type: Full-time, exempt

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

- Manage and process data in Rock RMS (first time guests, pending list, duplicate records, data errors, self-inactivated list, data grooming, etc.)
- Maintain Connection Requests and help monitor the recorded interactions for accuracy and timeliness
- Create lists/reports as requested by the ministries and keep those environments clean and useful
- Manage check-in configurations for kids, students and special events
- Manage the creation/editing of groups and ensure data is accurate on external resources
- Manage the Technology team ticket queues by making initial assignments and ensuring the issues are resolved in a timely manner.
- Work with other Technology Team members and other ministry leaders to ensure that the team is aligned on special projects in order to meet deadlines and complete projects with excellence
- Build positive relationships with staff and ministry leaders
- Participate in routine Technology Team meetings
- Other duties as assigned