

ADMINISTRATIVE DATA SPECIALIST

Overview:

The Administrative Data Specialist is a key role of Eastbrook Church's Communication team, especially in a post-COVID world, where we are increasingly reliant on digital means to stay connected. The Administrative Data Specialist oversees our church database (Pushpay/CCB) and all that it entails. They are responsible for building and maintaining a consistent, up-to-date, and trustworthy database.

To be successful as the Administrative Data Specialist of Eastbrook Church, you should be organized, detail-oriented, tech-savvy, personable, have initiative, and be passionate about data as discipleship.

Employment Information:

This is a part-time position; 10-12 hours/week. Must maintain regular (though flexible) office hours during the work week, and be in the office on Tuesdays for staff meetings.

Reports to:

Director, Communication & Creative

Responsibilities:

- Train new staff, residents, and key lay leaders on database modules (including but not limited to: profiles, groups, events, room reservations, check-in, attendance, serving schedules & plans, forms, automations, etc.)
- Provide annual training sessions to staff & key leaders to refresh them on how to use the church database (CCB).
- Work with staff and lay leaders to track church engagement markers: attendance at events, providing serving opportunities through the database, keep groups up-to-date.
- Run regular reports on attendance, service, and giving for Senior Pastor, Senior Directors, and Church Council.
- Coordinate data collection each summer for Eastbrook Church's annual report.
- For 2025-2026 ministry year; work with Senior Pastor and Directors to add all serving roles to the database, to be matched with spiritual gifts.
- Provide support to staff and key lay leaders on database issues, as needed.
- Continuously update database with new and relevant information so that all information provided is current.
- Create an initiative to add more church congregant data to the database.
- Develop and implement Eastbrook Church Database Handbook, to serve as a guide for all staff and lay leaders who have admin privileges in the database.
- Work closely with Communication staff to bring integration between our mobile App and database.
- Work closely with Facilitates staff to coordinate events scheduling, room reservation & resource reservation through the database.
- Work closely with Financial staff to integrate Pushpay's giving platform with CCB (database); run annual giving statements.
- Perform research and coordinate special projects as directed by the Director, Communication & Creative.
- Other duties as assigned.

Qualities and Qualifications:

- Must possess strong interpersonal skills; training our staff is a big part of this job, and each data point in the database represents a beloved person, created by God!
- Excellent listening skills, tact, consensus-building skills, patience and perseverance.
- Ability to plan, prioritize, and stay organized in an ever-changing environment.
- Must possess a developed Christian maturity and model Christian character at work, home, and online.
- Familiarity with Eastbrook Church, the nature of the congregation, its vision, and core values.
- Advanced computer skills.
- Attention to detail and accuracy.
- Solid command of the English language, proper style, usage, and punctuation.

Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

Vision of Eastbrook Church:

Our vision to accomplish this is through five objectives:

1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'"*(Revelation 7:9-10)

2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."(Acts 1:8)

4. Multiplying Leaders

We are aiming to make leadership growth a priority.

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)

5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, lduenas@eastbrook.org.