

Position: Data Systems/IT Assistant

Reports to: Data Systems Director

Job Location: Central Campus – Arden, NC

Position Type: Full-time, Non-exempt

Summary of Position: The Data Systems / IT Ministry Assistant will provide administrative and communication support for the Data Systems and IT teams.

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

Essential Responsibilities

- Serve as the first point of contact for Data Systems questions and inquiries
- Perform data maintenance (first time guests, data grooming, pending list, duplicate records, self-inactivated list, group edits/adds, etc.)
- Process data errors when reported by staff and volunteers
- Process external contact requests when assigned
- Process first time guest entries in Rock
- Assist Data Systems team with updating group finder requests
- Assist Data Systems team with pulling reports and lists as requested by ministry teams
- Assist Data Systems team with updating content channels as needed
- Help end users as requested with general Rock questions and processes
- Make volunteer and staff badges as requested
- Participate in bi-weekly Data Systems team meetings
- Filter external contact from vendors and sales representatives
- Input purchase requisitions (specific and monthly)
- Manage receipts and purchases to help Data Systems/IT stay within budget
- Assist with other duties as assigned