

Membership Data Administrator Job Description

Title: Membership Administrator

Reports To: Executive Leadership

FLSA Status/Classification: Part-Time Non-Exempt/Contracted-1099

Location: Campus Office / Virtual (Telework)

Job Summary:

Provides administrative data analysis with maintenance/creation of membership files, data input and reporting. Candidate must be exceedingly organized, an expert with database driven tasks and analyze, manipulate, and sort data within excel spreadsheets and graphs. Must exercise judgement within defined procedures and policies to determine appropriate action.

Description of Work:

- Assist with calendar, email, phone, and voicemail management in a timely manner.
- Full comprehension of the multifaceted database software, ACS Technologies.
- Assess inefficiencies within ACS and offers appropriate recommendations.
- Creates new records and maintains existing records and ensures life changing events are recorded.
- Coordinates ministry correspondence electronic and through postal mailings.
- Continually conducts queries to verify entered profile data is accurate by; reviewing, correcting, deleting, merging, and purging records to eliminate duplication of data.
- Backup support of recording weekly envelopes and electronic contribution entries into ACS and provide year-end tax statements.
- Reconciles deposit entries with bookkeeper upon request.
- Export ACS reports and statistics as needed for management review.
- Additional duties assigned at the discretion of Executive Leadership.

Position Requirements:

- A Minimum of 3-5 years of database management and administrative experience required.
- Proficient in Microsoft Office Suite with extra attention to detail in excel and word.
- Knowledge with virtual conferencing systems i.e. Zoom, Skype, RingCentral etc.
- Knowledge of customer service principles and practices.
- Must be exceedingly well organized, detailed oriented, flexible, and able to adapt to the administrative challenges of supporting programs.
- Ability to manage change in a fast-paced working environment while using a highly collaborative approach.
- Able to complete tasks accurately and timely with minimal supervision.
- Strong analytical and problem-solving skills.
- Operates in accordance with the organization's policies and procedures.
- Must be committed to the church's mission and message.