

St. Columbkille Catholic Church
Position Description

Job Title: Data Support Specialist

Ministry/Department: Pastoral Services

Primary Reporting: Director of Pastoral Services

Secondary Reporting: Discipleship Commission, Pastoral Council & Finance Council

Primary Function of This Position:

The Data Support Specialist is responsible for the development, implementation, and maintenance of parish data bases and other data storage systems. This position will provide collaborative support to the efforts of the parish staff and groups, and will back-up the parish receptionist as needed.

Major Position Responsibilities:

PARISH DATA BASE DEVELOPMENT AND MAINTENANCE

- Maintain ongoing census of parishioner personal and sacramental information and contributions, and submit monthly reports to archdiocese
- Record weekly contributions and automatic funds transfers
- Record parishioner Stewardship Renewal (time, talent, and treasure) responses and disseminate to appropriate ministry leaders
- Develop and update parish master calendar for staff and parishioner use
- Record all sacraments in appropriate books and data bases; prepare and send sacramental certificates
- Submit monthly electronic files for parish envelope mailing
- Submit end-of-year contribution statements to parishioners and statistical reports for the Finance Committee and Pastoral Council
- Prepare and submit annual data for Pastoral Report and Catholic Directory
- Prepare mail merges and provide support to mass mailings
- Complete continuing education on advances in information management systems

BACK-UP FOR PARISH RECEPTIONIST

- Answer phones, take messages, and direct calls in a caring and professional manner
- Provide hospitality to visitors
- Manage information intake for Baptisms, Weddings, Funerals, St Vincent de Paul requests, and Food Pantry Referrals
- Schedule the use of parish facilities

ADMINISTRATION AND COLLABORATION:

Attend bi-weekly staff meetings and be an active participant of the pastoral team. Meet regularly with the Director of Pastoral Services and collaborate with clergy, staff, and ministry leaders.

October 2017

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KNOWLEDGE, SKILLS, AND ABILITIES NEEDED:

- Practicing Catholic in good standing and an active steward in one's parish.
- Proficient in data base management software and written communications.
- Quality focus and keen attention to detail.
- Ability to work collaboratively with people of diverse backgrounds.
- Self-motivated with ability to work independently to final project completion.
- Must be able to maintain confidentiality.
- Knowledge of parish life.
- Computer literate in MS Office.

EDUCATION AND EXPERIENCE PREFERRED:

Associate's degree in Office Technology, Data Base Management, or related field, and 3-5 years of work experience in a related field.

This is a partial job description that may change at the discretion of the Pastor. Additional opportunities and duties may be assigned