DATA ENTRY TEAM LEAD

Position Objective:
To provide leadership and structure to the Data Entry Team.

Position Description:
The Data Entry Team Lead would be responsible for the information to be input, managed, and organized appropriately within the church management software. This role will also provide ministerial care, acting as a shepherd to those serving in this ministry.

Qualifications/Abilities:
1. A clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him
2. Commitment to moral purity
3. Commitment to the mission and vision of Passion Church
4. Ability to lead people spiritually and organizationally
5. Outstanding organizational and time management skills
6. Excellent verbal and written communications skills
7. Discretion and confidentiality
8. Ability to multitask and prioritize daily workload

Responsibilities:
1. Accomplishes data entry objectives by recruiting, training, assigning, scheduling, and coaching
2. Communicating role expectations/responsibilities to other volunteers
3. Ensure all data is entered timely and accurately
4. Provide training to new volunteers
5. Learn Community Church Builder to operate proficiently
6. Support other ministries with data entry needs and training

Goals:
1. Recruit and train 4 new volunteers per quarter
2. Train up someone to take your role at your campus or another campus in 12 months
3. Create a video training for new volunteers in 3 months

Time Commitment:
10 Hours+ per week