



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

Job Classification: Full Time, Exempt

DATA ANALYST

Date: June 2022

SUMMARY

Manage the Hill Country Church Management System (ChMS) and the process of data collection and analysis to provide insight into individual's spiritual growth, allowing us to help them take their next step in beginning and growing their relationship with Christ.

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. Ministries will have specific information, assisting them in helping individuals grow along the Hill Country *Spiritual Growth Pathway*
2. Ministries and Executive Staff will be able to identify ministry activities that help people grow in their relationship with Christ
3. Hill Country will be able to channel ministry resources and focus to activities which are helping people grow in their relationship with Christ
4. Hill Country will be more effective and strategic in saturating Greater Austin with the love of Jesus

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Manage and maintain Hill Country Church Management System (ChMS)
2. Collaborate with our ChMS provider and other churches to enhance the usefulness and effectiveness of the ChMS
3. Understand the priorities and focus of our church as it applies to data analysis and insights, under the direction of our IT Director, Execs, Lead Pastor, and Elders to focus on the most important information, data collection, and reporting parameters
4. Drive adoption and consistent usage of ChMS throughout all ministries at Hill Country; provide reports and actionable insights from data
5. Train leaders and staff on new processes and features as they are added
6. Collaborate with ministry leaders to define ways to measure their ministry activities' effectiveness on individuals' steps of spiritual growth
7. Be a learner, leader, and evaluator to offer solutions and improvements; own the design, develop, and deployment of data management/integration tools
8. Serve as the primary Hill Country contact for any troubleshooting or maintenance issues with ChMS
9. Understand, engage, and personally own Church Goals: Fully Formed Followers (makes disciples who make disciples), Gospel Saturation (personal evangelism/intentional passion and life-patterns for sharing the gospel), Leadership Development (identifies, equips, empowers, and unleashes servant (volunteer) leaders)
10. Serve as a contributing member of our overall staff team

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. 5 years' experience as a data analyst – preferably with ChMS experience, including custom reporting and development.
2. Experience designing, developing, and deploying data management/integration tools
3. Proficient in Python, SQL, HTML, and Advanced Data Analysis features in Excel.
4. Demonstrates ability to derive actionable insights from obscure data
5. Ability to balance the desires and preferences of each ministry with the overall vision and needs of Hill Country to provide the most effective use of the ChMS.
6. Availability on Sunday as needed (as an escalation point for ChMS Outages)
7. Sees themselves as an owner of the *Mission, Vision, Values, and Spiritual Growth Pathway* of Hill Country
8. Aligns theologically with the core beliefs of Hill Country and becomes a church member within 3 months of hire

CULTURE AND CLIMATE:

1. Position reports to IT Director and serves on the overall staff team of Hill Country
2. Staff culture is goal-oriented, collaborative, with accountability; priority of personal disciple-making and evangelism
3. *Core Values:* Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, and Loving Our Neighbors.
4. *Mission:* Each of us, together . . . saturating greater Austin with the love of Jesus.
5. *Vision:* Together, our vision is to be a movement of changed lives that impacts greater Austin and beyond for Christ.