Administrative Leader

POSITION CLASSIFICATION: Full Time, salary (not to exceed 45 hours per week)

POSITION SUMMARY:

This position has two areas of responsibility:

- Manage the workflows within the church RMS while building the capability and awareness for a data-informed culture that are integral to how the church manages ministry, communication, and community engagement.
- Overcome administrative barriers across all ministries.

PRIORITIES

- Administrate the Relationship Management System (ROCK RMS) by ensuring data integrity, workflows, querying and reporting
- Organize real-time reporting and internal communication used through all ministries.
- Implement solutions to administrative needs.

CORE RESPONSIBILITIES (with % emphasis for each):

Lead the Team to take full advantage of the ROCK RMS (50%)

- Oversee the Person, Family, Group, Team, Campus structure for the RMS
- Facilitate the collection of identified and agreed to engagement points for activities of Centerpoint
- Maintain and report key official congregation records
- Understand and effectively use ROCK RMS for tracking and evaluating trends
- Create workflows and customize ROCK RMS to meet the needs of the users for the variety of functions (check-ins, group management, scheduling, communication, calendaring, etc.)
- Collaborate with staff to identify, evaluate and implement ROCK solutions to meet church functional needs
- Build strong relationships with ROCK Community for implementation ideas, and professional consultants for project execution as needed. Recommend investments in outside Rock projects and training.

<u>Administrative Leadership (50%)</u>

- Lead administrative process improvement in to support staff and leadership in a simplified and unified system for all of Centerpoint
- Recommend and implement technology and process solutions to the needs of the overall ministry outside of scope of RMS
- Oversee, manage, coordinate, and complete various projects as assigned by Executive Director.
- Train and create processes for onboarding users in all systems and processes
- Monitor and report on the implementation of church policies, including the personnel policy and child safety policy

CORE COMPETENCIES

- **Collaboration:** A strong team attitude and cooperation with inside and outside resources
- **Confidentiality:** Able to protect confidential information–written, heard and observed
- **Quality:** Able to focus on the details and processes that support clean data and accurate reporting related to church membership and ministry activities
- **Innovation:** Continually looks for new ways to accomplish tasks, increase efficiency and deliver quality results. Explore and better leverage technology tools and applications to perform ministry functions.

 Reports to: Executive Director

Signed Name: _____   **Date:** _____

Approved by the Executive Team, May 2022