



<b>Job title</b>	<i>Data Architect</i>
<b>Reports to</b>	<i>Director of Atlas</i>

## Job purpose

The Data Architect is responsible for entering and auditing complex system and organizational data for accuracy and reliability. The Data Architect will proactively identify, propose, and implement processes and procedures to improve data integrity.

The most successful candidate for this position will have experience working effectively with large datasets. This position is vital to Church of God Ministries as we leverage data and technology to connect and collaborate across the movement.

## Duties and responsibilities

- Input, analyze, and correct data.
- Troubleshoot, resolve, and communicate data related concerns to the appropriate people.
- Perform routine data audits to ensure data is accurate and reliable.
- Verify data by checking and comparing source documentation.
- Identify, propose, and implement new processes or changes to existing processes for improved data reliability and efficiencies in an evolving data environment.
- Collaborate with Church of God Ministries teams and external stakeholders to ensure data needs are met.
- Data mapping of current and future inbound and outbound datasets.
- Build out and maintenance of Church of God Ministries master database.
- Management and tracking of data requests.
- Identify, propose, and implement training needs.
- Manage data ticketing system.

## Qualifications

- Committed Christian with strong appreciation and support of Church of God Ministries and the CHOG Movement
- Strong communication skills, both written and verbal
- Bachelor's degree
- Background in database management
- 1 to 2 years of professional experience working with data
- 1 to 2 years of professional experience with software integration
- Strong Microsoft Excel skills
- Highly proficient in Word
- Demonstrated skills in task organization
- Self-starter able to prioritize, direct, and manage workload

- Resourceful, highly organized and capable of multi-tasking
- Ability to relate well with peers and supervisors
- Ability to work independently, as well as function as a team player
- Ability to relate effectively with individuals of diverse ethnic and cultural backgrounds
- Innovative and proactive problem-solver with exceptional attention to detail
- Able to handle constant updates, keeping information well-organized
- Ability to handle stress and pressure constructively
- Excellent interpersonal skills-comfortable and confident in one-on-one exchanges
- Professional image and demeanor

### Direct reports

- None

### Measurables

The Data Specialist's performance will be measured by:

- Accurate and consistent data
- Creation and maintenance of data processes and procedures
- Creation and maintenance of training resources
- Timely and accurate responses to data requests

### Physical requirements

This is largely a sedentary role.

	<i>Percentage of work time</i>			
	0-24%	25-49%	50-74%	75-100%
<i>Seeing:</i> Must be able to read/write/documents, make eye contact				X
<i>Hearing:</i> Must be able to hear well enough to communicate with constituents in person and over the phone				X
<i>Speaking:</i> Must be able to communicate verbally in English with constituents in person and over the phone				X
<i>Standing/Walking/Mobility:</i> Must be able to navigate the facility all on ground level			X	
<i>Climbing/Stooping/Kneeling:</i> Must be able to navigate the facility and perform filing tasks		X		
<i>Lifting/Pulling/Pushing:</i> Must be able to lift files and exert minimal force to move objects less than 10 lbs.		X		
<i>Fingering/Grasping/Feeling:</i> Must be able to use computer keyboard and telephone.				X

### Employment and Lifestyle Standards:

Church of God Ministries employees own the following core truths and will be held accountable to them, as I serve as part of the Church of God Ministries staff team:

1. **The Supremacy of Jesus:** Jesus is Lord. He is both the Son of God and the Son of Man, He is the one Mediator between heaven and earth, the singular, exceptional,

supreme Savior; He is the Word become flesh and the exact representation of God the Father in human form; He is the subject and the centrifugal force of our ministry.

2. **Unity.** We are called to be a catalyst for the unity of the whole Body of Christ; the division of the body is hell's greatest weapon to thwart Heaven's ends.
3. **Holiness.** We believe in the sanctifying power of the Holy Spirit; He empowers us to have victory over sin and equips us to do Heaven's work. We believe personal holiness inevitably impacts the world around us with social holiness. We believe it is the Holy Spirit Who propels us to be salt and light.
4. **The Great Commandments.** Jesus identified the great commandments, calling us to love God with our whole being and to love our neighbors as ourselves. We believe these two are the sum of the law and the prophets and are thresholds through which we walk into eternal life and holiness.
5. **The Integrity of Scripture.** We believe the Bible, in both the Old and New Testaments, is the plumbline by which all faith and conduct must be measured. The Bible is our source authority, with which our ambitions, purposes, and lives must be congruent.

Furthermore, Church of God Ministries employees profess to follow Jesus, embracing Him personally as Lord, and walking humbly before Him, and they open themselves to the filling and possession of the Holy Spirit, surrendering their all to Him.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	