

West Angeles Church of God in Christ

PARTNER COORDINATOR

Reports to: Connections Director

Department: Connections Team

The Partner Coordinator is responsible for overseeing the organization and maintenance of the church's membership database, ensuring its accuracy, security, and accessibility. The Partner Coordinator plays a crucial role in ensuring that the church's member data is accurately recorded, secure, and utilized effectively to support church operations and foster communication and member engagement.

Key Responsibilities:

1. Database Management:

- Maintain and update CCB with accurate and current member information.
- Ensure the integrity of the database by regularly reviewing, cleaning, and validating data.

2. Data Entry and Record Keeping:

- Manage the process of entering new member information into CCB.
- Keep detailed records of member attendance and participation in church activities.

3. Security and Privacy:

- Implement and maintain robust security protocols to protect member data from unauthorized access and breaches.
- Ensure compliance with data protection regulations and privacy policies.

4. Data Reporting and Analysis:

- Generate and distribute regular reports and dashboards to church leadership, providing insights into membership trends, growth, and engagement.
- Assist in data analysis for decision-making processes, such as event planning, outreach efforts, and resource allocation.

5. Member Communication:

- Facilitate communication with church members by using the database to send emails, newsletters, e-blasts, and event invitations.
- Collaborate with church staff to ensure effective, consistent, and personalized communication with members.

6. Training and Support:

- Train church staff and volunteer leaders to use the database effectively and efficiently.
- Provide ongoing support and troubleshooting for database users.

7. Integration and Upgrades:

- Identify opportunities for integrating CCB with other church management systems or software.
- Stay updated on the latest database management technologies and suggest upgrades or improvements.

8. Member Engagement and Outreach:

- Work with church leadership to develop strategies for member engagement and outreach, utilizing the database to track progress and outcomes.

Qualifications:

- Bachelor's degree in a related field (e.g., information technology, data management, or database administration) is preferred.
- Previous experience in database management or a similar role is a plus.
- Strong attention to detail and data accuracy.
- Knowledge of database software and management tools (e.g., Microsoft Excel, Access, and Shelby software).
- Familiarity with data protection and privacy regulations (e.g., GDPR, HIPAA) is beneficial.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team and independently.
- Strong problem-solving and troubleshooting abilities.

Working Conditions:

- This role typically operates in an office environment within the church premises.
- It may require occasional evening and weekend work, especially during special church events or member outreach efforts.

Send your resume and a cover letter to hr@westa.org to apply. Please include the job title in the subject line.

Faith-Based Employer

West Angeles Church of God in Christ is a faith-based, religious organization. We seek team members who support our faith-based mission and can contribute to a spiritually-grounded, purpose-driven work environment.

We are an equal opportunity employer and comply with all applicable non-discrimination laws. All employment is subject to our mission and values, which are central to our identity and operations.