

# Metrics Manager / Data Analysis

## Position Description:

Gathers data weekly from various staff members, compiles in one place then, analyzes the data to create necessary reports.

## Position Details:

- Spiritual Gifts: Administration
- Best Personality Traits: Dependable – Detail Oriented - Analytical
- Anticipated Time Commitments: 3-4 Hours per week

## Essential Duties & Responsibilities:

- Collected necessary data from each ministry area on a weekly basis.
- Maintain spreadsheet/database that contains all data that has been collected.
- Meet to practice with & provide training to, as needed, all musicians who serve on the worship team.
- Analyze data to create reports as needed.

## Skill and Experience:

- Have excellent organizational skills.
- Good working knowledge of Microsoft Excel.
- Possess strong communication & interpersonal skills.
- Must be very detail oriented.