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| **Job Title:** | SPERO-Data Administrator |
| **Reports To:** | Vice President of Programming |
| **Shift:** | Monday-Friday, 8:00am-5:00pm  |
| **Status:** | Hourly, B3 Classification |

**General Description:**

The Kalamazoo Gospel Ministries is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious, and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and statement of purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord.

**Essential Functions:**

* As a member of staff, uphold, promote, and encourage, in word and deed, desired organizational culture and values; purposefully seek to establish and maintain a culture that is based on grace and affirms and advances KGM’s vision and purpose.
* Partner with each department to develop, track, and report data collection and assist with interpretation of the data
* Provide daily, weekly, and monthly data reports as requested

**Spero/Data Collection:**

* Oversee Spero Software
* Build any forms
* Create users
* Train all users
* Oversee user data quality level and retrain staff as needed
* Oversee department data quality level
* Create reports as requested
* Create programs
* Oversee any changes to the system (Active and inactive users, programs, forms, etc.)
* Create points system
* Perform routine system information uploads into Service Point
* Manage organizational web-based database
* Maintain and develop new database features
* Train employees to use and update database
* Troubleshoot any problems that arise

**Department of Human Services Emergency Shelter Program**

* Run monthly Department of Human Services Emergency Shelter Program (DHS ESP) report for the money received from state of Michigan through the Salvation Army
* Check report for errors and perform data clean up
* Complete reimbursement request.
* Track annual budget usage
* Submit reimbursement request with clean DHS ESP report

**Knowledge, Skills, and Abilities Required:**

* Highly ethical with the ability to make smart, timely decisions.
* Strong computer skills
* Data management experience
* Strong writing, organizational and communication skills
* Ability to multitask and track the progress of multiple projects
* Ability to train and educate the staff through change

**Personal Attributes and Values:**

* Have a personal relationship with the Lord Jesus Christ and a desire to serve Him.
* Be a consistent witness for Jesus Christ
* Exhibit spiritual maturity as defined by evangelical biblical standards and in accordance with the employee handbook.
* Have a heart of compassion and caring toward the homeless and hurting and a passion about ministering life transformation in an urban setting.
* Demonstrates a courteous and Christ-like manner with internal and external partners
* Highly ethical with the ability to make smart, rapid decisions; demonstrates excellent integrity.
* Flexible, cooperative spirit
* Possess and promote a drug, nicotine free lifestyle.

## Working Conditions/Physical Factors:

 *Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

* Work will predominately require individual to work in a typical office environment.

**Equipment/Tools Used:**

* Computer
* Phone
* Fax

**Education/Experience and/or Certification:**

* Prefer a bachelor’s degree in a related field and 7-10 years’ experience with growing responsibilities in Data Administration and Training.
* Minimum 5 years responsibility in a leadership role