



Central Services Data Processor – Job Description

We are seeking a warm and energetic individual with a love for people to serve as the central support data processor role of Crossroads Church. The successful candidate must have a strong personal relationship with the Lord and the heart to serve the campus staff with joy.

Crossroads Church is a contemporary, non-denominational church located in Central Pennsylvania. Our mission is to equip people to be fully engaged followers of Jesus Christ. We currently serve approximately 1000 people each Sunday through our two campuses located in Jersey Shore and Muncy Pennsylvania.

POSITION:

- The part-time Central Support Data Processor.
- This position is a direct report to Pastor Jason Borowicz.

RESPONSIBILITIES:

- Maximize the usefulness of the church database – Planning Center (PC)
 - Learning all the features of PC and leveraging it to serve the needs of our ministry.
 - Maintaining the accuracy and completeness of PC.
 - Working with all ministry staff and team leaders in learning and using PC.
 - Working with and supporting all ministry teams and staff in data input needs as it relates to PC.

SKILLS:

- Ability to learn, use and teach all features of PC.
- Ability to communicate with church staff and team leaders.
- Warm and inviting communication style.
- Teachable and flexible spirit.
- Ability to maintain a high degree of confidentiality.
- A “self starter” seeking ways for continuous improving both professionally and personally.

TIME COMMITMENT:

- Part-Time Staff
 - Office Days: Monday – Thursday from 8 a.m. - 3 p.m.

PROCESS:

Please email us your resume.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.