

Data Solutions Analyst



Full Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. This position serves as the primary bridge between ministry teams, RockRMS capabilities, and external consultants. This role focuses on planning, implementing, and stewarding effective digital experiences using RockRMS—through strategic coordination, reporting, and configuration.

DEPARTMENT

Multiply Ministry

REPORTS TO

Director of Information Technology

TEAM

Information Technology

DIRECT REPORTS

N/A

WORK WEEK

MON-FR. Some weekends and after hours

HOURS PER WEEK

40+

FLSA

Exempt

JOB CLASS

Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Configure RockRMS back-end to support ministry engagement and train staff on features relevant to their ministries, documenting best practices, and supporting adoption.
2. Analyzes and translates business and technical requirements into architectural blueprints that outline solutions for ministry teams.
3. Populates, merges, analyzes, extracts, and cleanses data to ensure accuracy and reliability.
4. Assists in designing and reporting dashboards to translate data to understandable illustrative formats to non-technical audiences.
5. Assists in creating data visualizations and reports to present to a variety of audiences.
6. Assists with building and maintaining backend website design updates based on leadership-approved changes.
7. Fulfills ad-hoc reporting requests.
8. Participates in technology strategy, migration, integration, testing, and evolution of the technical infrastructure as related to our Rock database.
9. Attends assigned staff meetings, trainings, and events; solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development.
10. Stays updated with the latest data analysis tools, techniques, and industry trends for continuous improvement.
11. Other duties and responsibilities as assigned.

Data Solutions Analyst

Full Time



OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. Two (2) year degree from an accredited college or university in information science, computer science, management information systems (MIS) or a similar technical field. Bachelor's degree preferred.
2. Three (3) years of experience in a related field.
3. Experience can be substituted for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of data analysis and technology.
2. Knowledge of data models, database design development, data mining and techniques.
3. Knowledge of computer software and hardware applications.
4. Knowledge with HTML, CSS, JavaScript, and MS-SQL (basic use, not development-level).
5. Knowledge of multiple, diverse technologies and processing environments.
6. Knowledge of reporting, analysis, and design.
7. Knowledge of English grammar and vocabulary.
8. Ability to work independently with limited supervision.
9. Ability to structure and organize data for easy access, usability, and reporting.
10. Ability to gather data to support recommendations to address business problems.
11. Ability to be a team player and work well with others.
12. Ability to think logically and problem solve.
13. Ability to attend to details.
14. Ability to communicate with developers/analysts, other teams and staff members (individually and in group settings).
15. Ability to communicate clearly and effectively through both verbal and written means.
16. Ability to establish and maintain effective working relationships with ministry volunteers.
17. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

REVISED: OCTOBER 2025