

JOB DESCRIPTION

Job Title: Joshua Project Data Manager

Reports to: Joshua Project Director of People Group Data

Date Created/Revised: 06/02/2024

Position Summary:

Manage the Joshua Project database by gathering, integrating and managing the most accurate, up-to-date people group, church planting progress, and ministry resource information available.

Essential Roles and Responsibilities:

- Create and maintain the Joshua Project data system.
- Modify data structures, queries, reports and forms as needed.
- Ensure consistency and integrity of people group data.
- Develop data management policies and procedures.
- Prepare in-house data for web presentation.
- Cross-reference Joshua Project data to other people group and Great Commission datasets.
- Monthly review and incorporation of data from other global people group and missions datasets.
- Periodically update ministry resource availability.
- Quarterly configure and incorporate South Asia data into Joshua Project database.
- Annually update all population figures based on UN country information.
- Proactively connect with major data partners such as Ethnologue, Jesus Film, IMB, Finishing the Task, MANI, National researchers etc.
- Seek out new data sources.
- Provide information management assistance and counseling to other Great Commission ministries.
- Respond to users' email data inquiries and inputs.

Knowledge, Skills and Abilities:

Possible inclusions for workers as relevant to position:

- Strong database management skills
- High proficiency in MS Access and SQL database software
- Exceptional attention to detail and accuracy
- Solid written communication skills
- Creative thinking regarding ways to use people group data for impact
- Flexibility to manage increasingly unstructured people group data in a structured system
- Participate in additional work training as deemed appropriate



Qualifications:

- Demonstrates a mature walk with God as a follower of Christ, as verified by lifestyle and references.
- Demonstrates a thorough understanding of the Bible.
- Evidences God's calling to play a role in his mission to spread the gospel among all peoples of the world.
- Previous database management experience
- Has the ability to work closely with a team and can set aside personal interests for what is best for the team.
- Can graciously submit to those in authority.
- Is age twenty-one or older.
- Has a GED, high school diploma, or equivalent outside the United States.
- Is legally able to work in the country of operation.
- Aligns with [Joshua Project's statement on marriage, gender, and sexuality](#).
- Has no credit card debt and all other loans (student, mortgage, etc.) are manageable.
- Shows evidence of good emotional, physical, financial, and mental health.
- Demonstrates a healthy relationship with a local evangelical church.
- Agrees with the [Lausanne Covenant](#), [World Evangelical Alliance statement of faith](#), and [Joshua Project's core values](#).
- Demonstrates relational skills to network with partners for raising salary and ministry support.

Minimum Physical Requirements:

- The duties of this job frequently require the worker to sit for extended periods of time.

