

About RightNow Media

RightNow Media serves 18,000 churches and businesses every day in 25 countries. Similar to Netflix, our streaming media service allows Christians to access over 20,000 biblical videos from 250 of the top Christian publishers, ministries, and communicators in the country. In addition to distributing video content from other producers, our team has produced many RightNow Media Originals featuring well-known pastors and leaders including Matt Chandler, Jennie Allen, Max Lucado, Francis Chan, David Platt, Eric Mason, Chip Ingram, Louie Giglio, Gary Thomas, Lisa Harper, and others. RightNow Media has videos for small groups, families, students, leadership development, and much more.

As a non-profit organization, we firmly believe the mission of the Church matters. Everything we do is rooted in the belief that the Church—God’s people—can have a powerful impact on this world through the power of the gospel. Our team loves the Church.

We value family. We value hard work. We value teams. We value the power of stories.

Job Description: Data Entry Specialist

The Data Entry Specialist will perform a variety of computer-based functions including, but not limited to, updating records in Salesforce, researching organizations online using multiple sources, and processing information from an Excel spreadsheet. The successful candidate should have strong verbal and written communication skills, a strong work ethic, and a positive outlook. You will report to the Director of Account Coordinators and be a part of an energetic sales team.

-If you are active in a church, volunteered in a student ministry, taught a Sunday School class, or enjoy interacting with other people, then this may be the perfect ministry opportunity for you.

Essential Functions & Responsibilities:

- Complete tasks in a timely manner.
- Think critically about the information and maintain the integrity of our data.
- Work in a high-energy call center environment in a full-time capacity.
- Move quickly and seamlessly from one project to another.
- Learn and implement the culture and process of RightNow Media’s sales team.
- Must be able to master recurring tasks and implement them with consistency and excellence.
- Be a key player on a team dedicated to equipping and resourcing the Church with video Bible study content.

Eligibility Competencies:

- A High School education is required. A college degree would be helpful
- Previous data entry experience
- Excellent communication skills and interpersonal skills
- Basic administrative skills to schedule and organize tasks and follow up communication
- Familiarity with Microsoft Office365 and Outlook Calendar. And quick to learn other business software applications.

Organizational Relationship:

Data Entry Specialists report to the Director of Account Coordinators. Specialists interact extensively with employees within Sales and other functional areas across RightNow Media.

Working Conditions:

This position requires 40 hours a week. Office hours will be set during the most effective callable hours of the day. Extensive time in front of a computer and heavy email usage is required.

If Interested:

Please read through the job description and requirements. Only qualified applicants will be considered. Be sure to visit rightnowmedia.org and rightnow.org for a better understanding of our ministry. Please fill out an online application where you can submit a cover letter and resume at rightnowmedia.org/careers. In your cover letter, please include information about your life and salary requirements.