



Position Title: Project Coordinator - Digital Communications
Where: BBS Akron Office, on-site, full-time
Position Reports To: Vice President
Date: December 17, 2018

The Project Coordinator – Digital Communications has the primary responsibility to work with the Vice President to:

- Assist Vice President and Digital Project Managers and Coordinators with digital services for our ministry clients
- Create new digital ad campaigns in various platforms like Facebook, Google and other related platforms
- Maintain schedules, recommend testing and provide ongoing feedback for digital advertising campaigns to Project Managers and Coordinators
- Collaborate with Business Intelligence team so timely digital marketing reports are available for regular review by Vice President, Digital Project Managers, Coordinators and Clients.
- Provide summaries of ongoing research from various blogs, RSS feeds, periodicals related to digital advertising technologies and other digital strategies as assigned
- Work with Digital Project Managers to assist with company website and social media
- Other miscellaneous duties (including but not limited to phone coverage) as needed to support BBS & Associates or assigned by the Vice President

Qualifications:

- A natural interest and aptitude for digital marketing and technology with a desire for consistent learning.
- An understanding of or aptitude for digital advertising, social media, email marketing, landing page design, and tracking and reporting digital strategies.
- Strong analytical skills
- Ability to work in a fast-paced environment
- Client Service orientation
- College degree preferred or equal work experience
- Strong communication and attention to details and deadlines
- Experienced in Google, Facebook and Instagram, MS Outlook, Word, Excel, and project management software

BBS & Associates Purpose:

We strive to glorify and serve God by engaging people's hearts and minds — to extend His Kingdom by advancing a ministry's unique God-given vision.

BBS & Associates Core Values:

- We seek to glorify God together and recognize Him as the Source of all provision.
- We strive to work and act with integrity.
- We strive to carefully steward our God-given abilities in order to serve and empower our clients and each other.
- We work hard and strive to exceed the needs and expectations of our clients.
- We strive to work as a team and treat each other as we would like to be treated.
- We seek to encourage ministries to document authentic results — not only the financial, but also the practical and spiritual.

Send resume to: BBShr@servantheart.com