



Position Title: Project Assistant - Digital and Data Services
Where: BBS Akron Office, part-time, 20 hours a week
Position Reports To: Project Manager
Posted: December 18, 2018

The Project Assistant has the primary responsibility to work with the Project Manager to:

- Enter new digital jobs per the established process
- Complete data entry and provide necessary printed documents
- Prepare and provide contract fulfillment reports for Project Manager
- Use Trello regularly for managing own projects and to support the various needs of the team
- Schedule and maintain calendar and meeting for various members of the team
- Coordinate and prepare travel and travel expenses for various members of Digital and Data Services
- Prepare purchase orders
- Set up and distribute meeting agendas
- Set up for daily and monthly team meetings
- Provide hospitality for Digital and Data Service Client Meetings
- Perform other misc. duties (including phone coverage, copying, faxing, scanning, filing etc.) as needed to support BBS & Associates or as deemed necessary by Project Manager or Vice President

Qualifications:

- Self-Starter
- Client Service orientation
- Strong communication and attention to details
- Well-experienced in MS Outlook, Word, Excel, database 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