



## Research Coordinator

Position Title: Research Coordinator  
Status: Full-time (32-40 hours per week); Akron office  
Position Reports To: CEO  
Date: July 15, 2020

This full-time position completes research for topics and issues used for strategic integration with client projects. Additionally, the position supports the CEO and his assistant team with various administrative support tasks and assigned projects.

### **Specific Responsibilities:**

- Gathers resources for client projects and CEO review
- Completes research for and summarizes requested current issues and topics
- Preps jobs for entry in the BBS App or other software
- Stays abreast of current events and news in the Christian, political and moral advocacy communities through internet research and review of weekly periodicals and other readings
- Views/attends webcasts/podcasts for gaining information and providing summary notes for review
- Reviews, highlights, prioritizes and synthesizes client materials for use in upcoming jobs
- Maintains and updates files on client-related topics and issues
- Develops and maintains excellent client staff relationships as needed to collaborate to obtain client resources
- Assists with agency training and team event planning
- Cross trains to efficiently assist with specs, dictation, scheduling, copy theme, filing, answering phones and emails, mail, calendar updating, and hospitality arrangements for in-office client visits including transportation and hotel arrangements
- Assists President and assistant team as needed
- Performs other tasks or projects as assigned by the President
- Consistently exemplifies BBS Purpose, Core Values and ServantHeart culture
- As assigned, assists with training and orientation of other BBS staff
- Other miscellaneous duties as needed to support BBS & Associates and as deemed necessary by BBS leadership

### **Qualifications:**

- Four-year degree preferred, or significant experience with key job duties and ability to learn new aspects
- Functions in role with high degree of integrity and confidentiality
- Excellent reading and comprehension skills
- Detail oriented
- Strong organizational skills with ability to multi-task and meet deadlines
- Strong and professional communication skills (both oral and written)
- Works well in team environment
- Familiarity with MS Word, MS Excel, internet browsers, Power Point, and Outlook and ability to learn other software as necessary

### **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](mailto:BBSHR@servantheart.com)