



Position Title: Project Coordinator - Digital and Data Services  
Position Status: Full-time (40 hours/week)  
Location: Akron, OH Office  
Position Reports To: Senior Project Manager, Business Intelligence

The Project Coordinator has the primary responsibility to work with the Senior Project Manager and Business Intelligence (BI) department to:

- Export, prepare and format client data for use in daily, weekly, and monthly reporting
- Create reports for Senior Project Manager to review as needed for client meetings
- Assist with report building and maintenance in the BBS App
- Assist with data projects as needed for clients
- Provide BI research and analysis to the Senior Project Manager
- Coordinate BI research projects as needed.
- Participate in BI department and BBS staff meetings
- Complete other miscellaneous duties (including but not limited to phone coverage) as needed to support BBS & Associates and as deemed necessary by BBS leadership
- Consistently exemplify BBS Mission, Core Values and ServantHeart culture
- As assigned, assist with training and orientation of other BBS staff
- Comply with BBS employment protocols and policies

**Qualifications:**

- Bachelor's degree or 3 years minimum work experience with BI technology, tools and analytics required for BI department
- Intermediate level of Excel experience (i.e., graphs, tables, advanced formulas and pivot tables)
- Experience in MS Outlook, MS Word, and MS Access
- Experience working with data sets
- Experience with Adobe Acrobat Reader
- Effective oral and written communication skills
- Critical thinking related to processing and analyzing data and reports
- Detail oriented
- Ability to adapt quickly to new technology
- Self-Starter
- Client Service orientation

**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:**

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*Hard work and a servant's heart.*