



Position Title: Project Assistant – Business Intelligence (BI) and Data Services  
Where: BBS Akron Office or remote location  
Status\*\*: Part-time, (up to) 20 hours per week  
Position Reports To: Senior Project Manager--BI  
Posted: March 25, 2022

Position description: This entry level data services position assists the Sr. Project Manager with preparing accurate reports and summaries for clients' use as presented by BBS ministry reps and executives to assist in the evaluation of marketing and fund-raising results and for serving as the basis for development of client strategy.

\*\*This position can be adjunct role or internship for a student or for someone desiring to supplement current employment. With experience and interest in progressing within the organization, the successful person in this position can potentially obtain expanded work hours (up to and including full-time), title and compensation.

The Project Assistant has the primary responsibility to assist the Sr. Project Manager with the following:

- Accurate data entry from client sources and providing necessary documents for analysis by the BI Sr. Project Manager (Email reports, Donor Performance Index (DPI) reports, Direct Mail and digital marketing reports.)
- Accurately creating extensive data spreadsheets and review of inputs to verify relevance to data sources
- Developing and maintaining original client data sources to ensure retrievable files for reference
- Completes other tasks, projects or duties as needed to support BBS & Associates' purpose and goals
- Consistently exemplifies BBS Core Values and ServantHeart culture
- Complies with company policies and protocols

**Qualifications:**

- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge/experience with computer hardware and peripheral devices
- Detail and accuracy focused
- Basic understanding of databases

**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)