



130 Springside Drive, Suite 200 | Akron, OH 44333
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PROJECT COORDINATOR

Position Title: Project Coordinator – Ministry Services
Location: Akron, OH
Status: Full-time
Position Reports To: Vice President—Ministry and Creative Services

Position description: The Project Coordinator assists with development and coordination of various aspects of Ministry Services Department projects for BBS & Associates' clients. In Ministry Services we rely on a team of Project Managers & Coordinators with an understanding of both direct response design and printing. We expect to do a certain degree of technical training, but the successful team member will come with some project management experience or be someone who can come in at an entry level and quickly gain the experience to advance to a Project Manager in 1 to 2 years.

Specific Responsibilities:

- Manages daily art and production projects as assigned
- Prepares art work orders, backoff schedules, production work orders, project estimates, request for bids as assigned by Senior Project Manager and Project Manager
- Handles database and reporting responsibilities related to project management
- Assures accuracy and quality control for art and print process
- Manages the overall backoff schedule for all assigned client teams
- Prepares job closures
- Processes purchase orders and contract fulfillment as necessary
- Processes samples
- Proofs copy, art, production proofs, and laserfill
- Provides project management assistance and back-up to Ministry Services as needed
- Participates in creative brainstorm sessions and staff meetings, interacts with agency reps and clients as directed, and complies with all the regular functions of employment in the agency, including the filing of requested paperwork
- As assigned, assists with training and orientation of other BBS staff
- 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

- Detail-oriented, deadline-oriented, organized self-starter
- Works well in team environment
- Strong and professional communication skills both oral and written
- Familiarity with MS Word, MS Excel, MS Internet Explorer, Adobe Acrobat, and Outlook
- Four year degree preferred

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 Purpose:

- 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