

**BCG Connect is currently seeking a Project Coordinator with a focus on data processing to join our team.**

Part-time (Monday-Friday, 25-30 hours per week, repeat seasonal, roughly February – mid June, September – mid December). We have had success with “Mother’s hours” in this role.

**Why you’ll like it here**

You want to help our mission-driven clients (non-profits, schools, and healthcare providers) achieve their fundraising objectives.

You’re intrigued by data and would love to master the complexities of cleaning, managing, and analyzing it.

You thrive in a fast-paced environment with support from an experienced team at a growing company.

**A little about us**

BCG Connect help our clients save time and raise more money by getting the right message to the right donor at the right time. Through physical direct mail and digital channels, our clients trust our best-practice advice and incredible detail to produce high-quality fundraising that works.

**Why you want to work here**

The heart of direct mail is the data, and as a project coordinator, you will work with our dynamic team of Account Managers to support our clients.

You’ll expand your skillset using Microsoft Excel along with specialized software for data management and mailing.

You’ll learn the details of direct mail postal regulations and fulfillment.

Haven’t done anything *this* specialized? Don’t worry! You’ll learn the ins and outs of our processes with the support of our team.

**Requirements: Why you’ll be successful here**

- You have in-depth experience with Microsoft Excel and Microsoft Office Suite.
- You may have some experience with other database applications you’d like to build on.
- You have an eye for detail, you like process, and you love getting the work right.
- You have excellent communication skills.
- You know correct grammar, punctuation, and spelling and you’re annoyingly good at spotting these types of errors on screen and on the page.
- You rapidly learn software applications on a Windows desktop computer.

**What to do next**

Submit your resume to [hr@bcgconnect.com](mailto:hr@bcgconnect.com)

Job Type: Part-time

Salary: \$14.00-16.00 /hour

Work Location: Onsite in our Billerica, MA office