



28 New Driftway; Suite 5
Scituate, MA 02066

O2X Digital Project Coordinator

Scituate, MA

The O2X team is comprised of U.S. Special Operations veterans, professional athletes, Olympians, public safety officers, collegiate athletes, and hundreds of Human Performance subject matter experts. O2X provides both in person and virtual trainings, educational sessions, staffing, screenings, assessments and impactful sustainment resources. Our clients range from more than 100 federal, state, and local jurisdictions to educational institutions, professional sport teams, and private sector companies. We have a proven track record that increases job performance and culture, support healthy lifestyles, and reduce healthcare costs associated with injuries and illnesses.

Job Description:

O2X is seeking a talented professional to help shape a developing resource in a new area of company operations. The Digital Projects Coordinator will design, build, and implement improvements in the O2X App program and data strategy. This role will work directly with a contract development team to maintain and enhance a customer facing mobile app, website, and client web portal. The Digital Project Coordinator will also manage the business' data storage and management system and generate client facing dashboards and analyses.

Key Responsibilities:

- App program management including supporting design, development, implementation, and repair
- Primary liaison with external contract engineering firm for technical development and maintenance
- Ownership of internal O2X processes for QA/QI, new feature creation, and development
- Organize regular internal meetings for digital product planning, updates, and progress reporting
- Analysis and reporting of historic and live data from O2X digital products, in-person service, and client sources
- Management of the O2X digital content library
- Direct liaison between O2X and external digital vendors; tracking requests, tasks, and budgeting
- Submit input to improve process, efficiency and impact to O2X Human Performance team as well as at client agencies
- Provide real-time support for deployment of O2X digital resources at client-facing events
- Coordinate with national team of On-site Human Performance Specialists to track organizational data, on-site program specific feature development, and support client requests
- Consistently conduct research and drive integration of data into our digital and in-person products
- Regular program status updates and strategic recommendations to O2X management
- Support and develop internal IT systems, processes, and functions; support HQ administrative operations

Required and preferred skills:

- Basic understanding of data analysis and data AI tools is required (applicant does NOT need to be a data scientist)
- Basic understanding of computer programming languages is preferred, but this role will require minimal hard coding or internal development
- Prior knowledge of data value chain including collection, cloud data storage, cleaning and preparing, and accessing through an SQL interface tool (QuickSight, Looker, Power BI, etc)



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- Applicant should have a basic understanding of relevant terminology and concepts as well as possess a passion for human performance
- Ability to work in a fluid, evolving environment in a rapidly growing organization
- Specific knowledge of AWS and Google data products and services is preferred
- Experience in data processing is preferred
- Military or first responder experience is preferred

Experience/Qualifications:

- Demonstrated project management as well as strong problem-solving skills
- Minimum Bachelor's Degree in related field
- Up-to-date technical knowledge of web, mobile and software technologies integration of human performance / conditioning
- Solid understanding of human performance metrics
- Lifelong passion for training, human performance, and athletics
- Proven verbal and written communication skills in English
- Willing to work in person in Scituate Ma with occasional travel as required
- Must be a US Citizen due to the sensitivity of client organizational and personal data

Desired traits:

- Passionate about joining the O2X team and working with tactical athletes
- Self-motivated, high energy, aspiration to succeed
- Superior organization and multitasking skills
- Ability to work under pressure in a fast-paced environment
- Creative and innovative, with a desire to enhance the customer experience
- Excellent communicator with the ability to develop lasting internal and external relationships
- Ability to lead by influence
- Flexible and adaptable: Team Player
- Ability to travel if required

The position offers excellent compensation package to include:

- Competitive base compensation
- 401k with company contribution
- Health benefits
- Paid Federal Holidays
- Paid Time Off
- Opportunity to make an impact in the lives of tactical athletes and their families

INTERESTED APPLICANTS
Submit cover letter and resume to: Brice@o2x.com