

HeartStories Assistant

Are you creative, friendly and fun?

Are you passionate about doing work that makes a difference in the world?

Like offering ideas that are valued and appreciated?

Have the drive to take those ideas and make them happen, but don't want to be tied down to a daily 9-5?

Want to be part of a startup that's all about connecting women to change the world?

If you're nodding yes, we're looking for you!

HeartStories connects women to support them in living more authentic and meaningful lives through inspiring content, live events, & online communities.

We are in the business of connection.

We're looking for a remarkable new team member who is available to support us up to 30 hours a week as we grow our GNO event series and beyond. This will be a multi-faceted role with room for growth and future promotion. If you're chosen, you'll have the opportunity to build positive relationships with fabulous women from Dallas and around the world, through our community events, online and off.

Aspects of this role would include:

- Assisting the HeartStories Founder with general tasks as needed including but not limited to: calendar and communications management
- Supporting the HeartStories Team with on-going organization of events
- Engaging with the HeartStories community across our social media channels
- Managing deliverables pre event, on-site and post event
- Assisting with the management of on-site set up, tear down and clean-up for events as necessary
- Coordinating and monitoring event timelines and tasks to ensure deadlines are met
- Proposal of new ideas to improve the event planning and implementation process
- Other duties as assigned

Familiarity with the following programs is also a HUGE plus

- Google Drive
- Asana
- Canva
- Photo editing software (any program!)
- WordPress

Qualifications:

- 0-1 years of event management + personal assisting
- Must have reliable transportation
- Strong organizational skills
- Must be adept at using multiple social media platforms - specifically Facebook/Instagram
- Excellent communication skills, including writing, proofreading, and speaking
- Ability to manage multiple projects and work assignments
- Excellent interpersonal skills both in person and by phone, with high professionalism

There won't be much hand-holding. You must be super comfortable with our dear friends over at Google for anything you aren't proficient in. It requires insane amounts of personal accountability and drive. You'll be working closely with our founder and be expected to deliver on your commitments.

In addition to your hourly pay, you'll be encouraged and inspired, both by the work we do and by our founder Crystal. You'll grow personally and professionally and have a great time doing it!

Do great work and you'll also have a glowing, lifelong recommendation in your corner, but we hope you'll never need it. ;-)

We're serious about having fun AND making a difference. You can check out our team manifesto here: <http://heartstories.com/heartstories-team-manifesto> to learn more about our culture.

We hire motivated, happy people who work, think and produce from a place of generosity. We want you to do work you love!

If you're still nodding yes, we'd love to hear from you!