

HeartStories Administrative Assistant

HeartStories is a DFW based company whose mission is reconnecting busy women to inspire the joy they crave & the courage to pursue their purpose. One of the ways we do this is by hosting a monthly, *Girls Night Made Easy* (GNO) for women across the country to consistently connect for new, inspiring programs each month.

We're in the business of connection.

We're looking for an administrative assistant to join our team who can support us 20-30 hours a week as we grow our GNO event series and beyond. This is a multi-faceted role with room for growth and future promotion. If 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.

The HeartStories Administrative Assistant

touches all elements of the business. Her largest responsibility in this current season of HeartStories centers around the myriad details that must be handled in order to ensure the success of our monthly *GNO At Home* events, video show series, and all other emerging online activities.

Key Attributes:

Goal-driven, problem solver. Doer.
Hardworking and driven to succeed.
Strong, empathetic communicator, focused on connection.
Dedicated to encouraging the creative process.
Tech Savvy. (Asana, Google Drive)
PMP Certification (huge bonus)
Experience in non-profit organization a huge plus.
Thinks outside the box.
Organized, detailed, timely.
Excellent leadership skills and strong group member.
Poised under pressure.
Will find the answer for anything.

Responsibilities:

- Reports to Founder and assists her with all day-to-day admin related tasks
- Featured guest and sponsorship onboarding for each event
- Briefs the entire HeartStories team throughout the month on the status of remaining tasks, ticket sales, etc.
- On-boards and off-boards new employees
- Manages email inboxes and distributes correspondence appropriately
- Drafts correspondence on behalf of founder
- Works with our social media marketing team and external organizations to help promote each event
- Other administrative duties as assigned by the Founder

Logistics:

- This is a part-time position that will be paid hourly
- Position is primarily remote but we would love to hire someone in the DFW area
- Hours are flexible, but availability from 9-3 CST daily is preferred

Requirements:

- Proven administrative or assistant experience
- Exceptionally strong organizational and planning skills
- Excellent written and verbal communication skills
- Proficiency in Google Drive, Google Docs and Google Sheets
- Working knowledge in project management tools (such as Asana) and PayPal invoicing
- Knowledge of Eventbrite and webinar platforms a BIG plus
- A positive, forward-thinking attitude
- The ability to work well under pressure, give grace in chaotic circumstances and work effectively with members of a diverse team

Please check out our [team manifesto](#) to learn more about our culture.