



Boulder, Colorado Office
Part-Time Executive Assistant

What we do:

Think about the first time someone recognized in you a spark, a talent you hadn't yet seen in yourself. Remember the way your heart soared when you felt the power of what you could do and be. At Street Business School (SBS) we are honored to help women living in poverty experience that feeling by turning their spark into a fire of purpose through our entrepreneurial training program. We provide entrepreneurial training programs for women living in extreme poverty through our Street Business School, which is currently expanding globally with a goal of reaching a million women by 2027. We are proud of our successes! With our help:

- SBS graduates go from living on \$1.35 a day, on average, to \$4.19 a day two years later
- 89% of women who start business during Street Business School are still successfully running that business two years after they graduate
- We have reached over 52,000 people in Uganda since we started in 2004

Why you'll feel good about working for Street Business School

- You'll be challenged, you'll be inspired, and you'll be proud to see your spark igniting change around the world
- You'll have plenty of opportunity to do cool and meaningful work
- By supporting the global expansion of our Street Business School your work will directly enable one million women to lift their families out of poverty
- You'll be surrounded and inspired by other employees with passion, commitment, and drive. We love to help people reach their full potential. We expect everyone to contribute to the organization and grow their skills, and we are committed to supporting staff members at every step along the way
- We support women to solve their own problems creating dignity, ownership and self-sufficiency
- Increasing women's income not only reduces poverty it also spurs investment in children, creates greater self-esteem, increases bargaining power, and reduces domestic violence
- You'll have great time off benefits, including a paid, organization-wide closure over the holidays

About our Executive Assistant Role

Street Business School seeks a part-time Executive Assistant (EA) to join our dynamic team and provide administrative support to our CEO and occasionally our team of Directors. This position is an opportunity for a highly organized, detail-oriented professional with outstanding interpersonal skills and a strong sense of initiative. We are looking for an administrator with demonstrated success, a passion for our mission, and a dedication to timeliness and accuracy.

This job has your name on it if you:

- Have an attention to detail that is the envy of your co-workers
- Show initiative by being resourceful and a problem solver
- Have great communication skills of every type, and aren't afraid to use them
- Are exceptionally organized
- Have a great sense of humor and a mature work style
- Thrive in a fast-paced environment
- Want to change the world!



Part-Time Executive Assistant – Boulder, CO

Here's what the job looks like:

As SBS grows, the CEO is creating a new role to help keep her and the organization running smoothly. The EA will be responsible for the following:

- Providing personalized administrative support in a well-organized and timely manner including a variety of tasks related to CEO's working life and communication
- Maintaining CEO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Producing information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Maintaining confidence and protecting operations by keeping information confidential
- Preparing reports as needed by collecting and analyzing information
- Contributing to the team effort by accomplishing related results as needed

What you'll need to do this job:

- Proven experience as an executive administrative assistant, senior executive assistant or in other secretarial position
- Perseverance and patience to help a busy and often-travelling CEO stay organized and efficient
- A great sense of humor and a desire to have fun
- Ability to multitask and prioritize daily workload
- Full comprehension of office management systems and procedures including excellent knowledge of MS Office
- Exemplary planning and time management skills
- Desire to keep up-to-date with advancements in office gadgets and applications
- High level verbal and written communications skills
- Demonstrated ability to maintain confidential information

Compensation:

This is a part-time position estimated at 10-12 hours a week with some flexibility in work schedule. Salary is \$14-15/hour depending on experience. Benefits are great including participation in a 401K plan, paid vacation, sick time, and holidays, including an organization-wide holiday closure.

Please apply:

Please shoot us an email letting us know where you heard about our job and how working for us would be a dream come true for you. Please also send your resume (to show us how we'd be crazy not to talk to you) to Jobs@BeadforLife.org with "**Executive Assistant**" in the subject line. While we love, love, love initiative on the job, no phone calls please. Qualified candidates will be contacted for an interview.