

Career Development Assistant
Career Insiders, San Francisco
www.CareerInsiders.com

Career Insiders provides career management consulting services to individual job seekers (resume, interviewing, search strategy, networking, negotiating) as well as to corporations and nonprofits (recruitment, outplacement, executive coaching).

This is currently a part-time contract position, beginning with 10-20 hours per week, with long term plans to make it a full-time employee position for the right person. The list of responsibilities is comprehensive and no one can do all these functions completely on a part-time basis. However, this is what we're shooting for and hope that the person who takes this job will desire to and be able to grow with us.

Description:

Assist company president so as to allow her to more effectively allocate her time and to ensure that she has the materials and information to advance the goals of the company.

- Work closely with president and get guidance from her.
- Assist president with marketing activities including updating web site and creating promotional materials.
 - Work with Adobe Contribute for web site
 - Work with Constant Contact for newsletters
 - Get brochures produced/printed
 - Produce and distribute marketing communications
- Assist in scheduling and staging workshops and handling attendee registration.
 - Process registrations / respond to online registrations
 - Email to attendees in advance and after
 - Produce handouts
- Handle phone, mail, and email communications, returning calls and scheduling appointments.
 - Return calls of new prospects, schedule times to talk with president.
 - Send out marketing materials by email
- Proofread documents and possibly write initial drafts.
- Handle confidential information appropriately, complying with company policies regarding sensitive material relating to clients as well as the company's proprietary information.
- Conduct selected research projects at the request of the president and prepare reports to document findings.

Additional Information:

This is an excellent opportunity for someone interested in the field of Career Development to learn in a practical environment. You will get to help people achieve their goals of landing new jobs. It is very gratifying.

Requirements:

- Have laptop with wi-fi and be willing to work at home part of the time
- Must be a self-motivated worker who can anticipate problems
- Demonstrate significant independent judgment and yet take instruction and constructive criticism well
- Must be detail oriented, high level of attention to accuracy and completeness.
- Must have excellent verbal and written communication skills.
- Strong customer service skills are essential, including the ability to handle phone calls pleasantly and courteously.
- Must be proficient with computer applications including Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience with social networking and media is a strong plus...or ability to come up to speed quickly.
- Basic analytical and problem solving skills, be a reasoned thinker and be able to make decisions.
- Be able to take constructive instruction well.
- Be honest, sincere, and trustworthy

Compensation:

I hesitate to include specific information but given the business we're in, I empathize with the quandary of the job seeker. The employer always wants to know the applicant's current and/or desired compensation but doesn't share what they want to pay. So, I will say that the hourly rate (\$12 to \$20/hour) and the number of hours (10 to 20/week) will depend on how effective the person is in assuming responsibilities and enabling the president to move the company forward. We are dealing with a tight budget so please don't apply if you're seeking more. In addition, the high ends of these ranges are meant for someone who can knock my socks off.

To apply:

Email resume to Info@CareerInsiders.com with "Career Development Assistant" in the subject line. Please include a cover letter and writing sample. Please visit our web site www.CareerInsiders.com before you apply to familiarize yourself with what we do.