

Project & Administrative Assistant

Role Summary:

Living The Potential Network is looking for a detail-oriented, adaptive, forward-thinking, collaborative, and communicative Project & Administrative Assistant. In this role, you will be carrying out internal and external company tasks and projects.

You will be working closely with visionary leader Renee Beth Poindexter, her team, and the community to build and manifest those visions.

This is an entry-level position.

Key Qualities

- An independent thinker, problem-solver, and life-long learner that has a growth mindset and consistently works toward unfolding more of their potential
- A curious, innovative, and collaborative individual who is able to work on their own and with others
- Knows how to transform vision into strategies, plans, and actions
- A clear and frequent communicator with excellent people skills
- Recognizes the power of generations and domains of expertise working together toward a common goal and can see those possibilities
- Understands how to assist in building a business and/or community
- Comfortable switching between a supporting and leadership role, doing administrative work in the background and heading project management processes
- Thrives when building relationships and serving others
- Practices self-care and self-management as part of their contribution
- Uses technology to elevate humanity

Your Impact

You'll be working with Renee Beth on a unique business with a community model that elevates and serves change-makers of all ages and from many domains.

Your impact will be seen in the creation and execution of live community events, as well as the administrative upkeep of our programs, courses, and large creative projects for clients involved with education, community-building, and mentorship.

Your work will impact a diverse audience of youth, parents, grandparents, educators, businesspeople, activists, and more. Our mission is to connect individuals of all ages and backgrounds with the mentors, collaborators, resources, training, and opportunities they need to unfold their unique potential, so they can be and create the change they want to see in the world.

In other words, your actions in this role will have a direct impact on the direction and growth of not only the company, but many change-makers who are up to big things in the world.

Responsibilities

- Work with Renee Beth on short- and long-term strategy and turn ideas into functional plans.
- Help accomplish all major operating functions of the business, including but not limited to tasks such as assisting community members, coordinating event details, overseeing financial reports and project budgets, updating the website with the latest information, managing invoices, basic video editing, and other tasks as assigned.
- Manage and hold the team accountable for fulfilling commitments and delegate specific tasks as needed.
- Embody and demonstrate project management and continuous improvement skills.
- Confirm all key messages are properly and consistently distributed across the company.
- Verify that a high level of effective communication exists throughout the company.
- Be responsive to emails, texts, and phone calls from Renee Beth and others interfacing with the company.
- Researching, compiling, and analyzing information for projects, analytics, and finances.
- Proactively look for ways to ensure Renee Beth's time is spent focusing on leveraging her strengths by actively removing work from her plate.

Qualifications

- Detail-oriented, highly organized, and proactive.
- Strong communication skills and high levels of emotional intelligence and relationship-building ability.
- Tech savvy and unintimidated by learning new software solutions such as Google Suite, WordPress and a variety of plugins, WonderShare Filmora, Clickup, 17Hats, and others.
- Must have existing, related experience working in a supportive role to an executive leader.
- High school diploma or equivalent such as a GED certification or Homeschool Diploma required.
- Starting December 2022 or sooner, available 5 - 10 hours per week on average with a flexible schedule of up to 15 hours per week during intensive projects. The first month may require more time for onboarding and training.
- Comfortable working remotely. If you live in or near Portland, OR, that's a bonus!
- Take the CVI Assessment before submitting your application. [You can do so here.](#) Be sure to follow the submission instructions below!

Please submit your resume, a cover letter, your CVI Assessment results (the numbers in the four quadrants of Builder, Merchant, Innovator, and Banker), and your questions to renee@livingthepotential.com. Interviews are to be scheduled for April 12-20 2023

We can't wait to hear from you!