



Position: Executive Business Partner
Location: Minneapolis, MN (Remote)
Hours: 5-15 hours per week
Compensation: \$22-\$30 per hour

Work with me in my leadership development and executive coaching practice! I am seeking a part-time team member who wants to co-create a flexible position designed to grow with my organization. As my assistant you will work closely with the me (founder/CEO) to help realize my vision of supporting women in tapping into their resilience and maximizing their impact.

You will:

- manage schedules
- communicate with clients
- design and implement new processes
- brainstorm and implement authentic marketing approaches
- know and use technology creatively (including Microsoft 365, Google Drive, Acuity, Weebly)
- invoice clients in QuickBooks
- collect and manage client data
- plan and support client workshops
- plus, whatever I need in the moment!

You are:

- excited about creating a unique and substantial ripple effect
- passionate about supporting women
- a self-starter who loves to collaborate to develop ideas and partnerships
- able to think outside the box to create something new
- organized and attentive to detail, while flexible and willing to experiment
- an excellent communicator (written and verbal)
- administrative assistant experience is a plus

Interested? Email me at caroline@transformablecc.com or text me at 612-804-7665.