



HEAVEN & EARTH

GIFT SHOP

Job Title: Administrative Assistant to Catholic Entrepreneur

Position Type: Part-Time (Flexible)

Location: Hybrid (In-person at retail shop + remote support as needed)

Position Overview

We are seeking a highly organized, mission-driven Administrative Assistant to support a Catholic entrepreneur who owns a thriving Catholic gift shop and leads a coaching practice centered on the principles of *Working Genius* and *Dream Manager*. This role is ideal for someone who is detail-oriented, adaptable, and passionate about supporting both business operations and faith-based personal development.

The Administrative Assistant will play a key role in ensuring smooth day-to-day operations across both the retail and coaching aspects of the business, helping to advance a mission rooted in faith, service, and **human flourishing**.

Key Responsibilities

Administrative & Operational Support

- Manage calendars, appointments, and scheduling for both retail and coaching activities
- Handle email correspondence, phone calls, and customer inquiries in a professional and faith-aligned manner
- Maintain organized digital and physical filing systems
- Assist with bookkeeping tasks such as invoicing, expense tracking, and basic financial reporting
- Coordinate meetings, events, and workshops (in-person and virtual)

Retail Support (Catholic Gift Shop)

- Assist with inventory management, ordering, and vendor communications
- Support merchandising and in-store displays as needed
- Help coordinate seasonal promotions, events, and customer outreach

- Provide excellent, mission-centered customer service when needed

Coaching Practice Support

- Assist with client onboarding, scheduling sessions, and follow-ups
- Prepare materials for workshops related to Working Genius and Dream Manager programs
- Manage client records and maintain confidentiality
- Support marketing efforts (email newsletters, social media, event promotion)

Project & Mission Support

- Help implement systems and processes to improve efficiency
- Support special projects aligned with the mission of evangelization and personal growth
- Assist in developing resources that encourage spiritual and professional development
- Travel 1-2 times per year to trade shows or conferences with the owner for support off site

Qualifications

- Strong organizational and time management skills
- Excellent written and verbal communication abilities
- Proficiency with common office tools (Google Workspace, Microsoft Office, scheduling platforms)
- Ability to manage multiple **priorities** with attention to detail
- Discretion and professionalism in handling confidential information
- Experience in retail, administration, or coaching environments is a plus

Preferred Qualities

- Practicing Catholic or strong appreciation for Catholic teachings and values
- Alignment with the mission of evangelization and serving others
- Familiarity with or interest in *Working Genius* and *Dream Manager* frameworks
- Proactive, self-starter with a positive and solution-oriented mindset
- Creative and willing to contribute ideas for growth and outreach
- Heart for small business and ministry work

Work Environment

- Combination of retail setting and professional office/coaching environment
 - Flexible scheduling depending on business needs
 - Opportunity to be part of a mission-driven, faith-centered business
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Compensation

- Competitive hourly rate or salary based on experience
 - Potential for growth and expanded responsibilities
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How to Apply

Please submit your resume and a brief cover letter explaining your interest in supporting a Catholic business and coaching practice. Include any relevant experience and how your personal values align with this mission. Also complete application found at www.heavenandearthgiftshop.com/careers.

Mission Statement

To support a business that not only serves customers through meaningful Catholic products but also fosters personal and spiritual growth through coaching, helping individuals discover their God-given purpose and live it fully.