



HEAVEN & EARTH

Catalyst Coaching LLC

Business Assistant

Overview

- This position is responsible for administrative support including successful planning and execution of duties focusing on fun and profit in the businesses of Heaven & Earth and Catalyst Coaching. This position will work directly with the CEO/Owner to move the missions forward.

What you need

- Commitment – Deeply passionate about the success of serving our community.
- Coachability – Hungry for best practices, receptive to critical feedback, and always striving to improve.
- Awareness – Ability to work effectively with a wide variety of groups and people, ability to anticipate needs of the organization.
- Culture Advocacy – A strong passion for improving the culture you work in, with a habit of doing one thing every day to make that culture even better.
- Ability to think strategically.
- Discipline to dedicate resources with laser-like focus on what's essential to accomplish strategic objectives.
- Passion for serving, learning, and finishing projects.
- Attention to detail, professionalism, and attracted to excellence.

Duties:

- Keep projects moving forward to completion with a high-quality result.
- Screen and manage emails.
- Coordinate calendar and appointments.
- Organize events for customers and internal team.
- Monitoring and maintenance of office supplies and equipment.

- Prepare agendas and meeting minutes.
- Research various topics as requested.
- Create spreadsheets.
- Pick up marketing materials and office supplies.
- Draft correspondence with existing and potential clients.
- Make travel arrangements.
- Process new hire onboarding.
- Submit employee hours for payroll.
- Other duties as assigned.

Qualifications:

- High School degree or higher
- 1 year experience in office management
- Excited to be on the ground level of a growing, faith-based business
- Organized and systematic
- Tech savvy
- Loyal & trustworthy
- Good boundaries
- Astute to recognize a great learning experience
- Business knowledge and terminology
- Resilient
- Constant and even keeled.
- Forward-thinker, anticipate needs.
- Works independently
- Problem-solver
- Willing to take initiative
- Will do the research
- Fun
- Positive
- Tenacity
- Can manage multiple projects

HEAVEN & EARTH is an integral part of Scranton's renewal. It's a Catholic gift shop, bookstore, and cafe in the heart of the city's cultural district. There are galleries nearby, and coffee shops, but nothing quite like HEAVEN & EARTH. If you have the desire to join in the spiritual renewal of NEPA, apply today.

Catalyst Coaching is owned by entrepreneur, speaker and coach, Janine Evanish. She offers corporations and individuals:

- The Dream Manager Program for employee retention and engagement.
- The Working Genius for getting the most out of the productivity of your team and each person's God given unique talents.

We hire for mission!

We are a small, but rapidly growing company. We are looking for team members who enjoy learning, growth, adapting, switching gears, and developing along as the needs of the position evolve with the evolution of the businesses. This is an exciting process for someone who doesn't like to be bored and loves the encouragement and support to be autonomous and to develop to his full potential.