

HYBRID

Schedule Your
Business Advisor



PROGRAM ASSISTANT

This role requires a self-motivated individual who will work closely with the Operations Director and other staff to ensure that programs and contract management is timely and accurate and programs are administered smoothly and effectively.

The best fit for this role will be someone who is proactive, well organized, possesses outstanding administrative and computer software skills; able to handle multiple tasks and complete work within given deadlines.

This position is a contract to permanent hire role.

WHO YOU ARE:

- Ability to interact effectively and build effective working relationships with all levels of internal and external personnel.
- Excellent oral and written communication skills.
- Strive to ensure service targets are met for clients.
- Seek opportunities for improvement and propose solutions.
- Be a self-starter. Take initiative to lead and/or assist with projects.
- Continuous learner with the ability to act with urgency.
- Forward thinking and ability to consider all possibilities.
- Self-aware with the ability to understand the impact he/she/they have on others.
- Tech forward & able to adapt to technology quickly.

WHAT YOU WILL BE DOING

- Live workshops: Hosting Virtual and IRL Sessions with entrepreneurs, directing them toward coaching and motivating them to keep creating traction.
- Supporting social media accounts and email flows.
- Maintaining records to ensure client goals are met.
- Building relationships with stakeholders and founders.

WHAT YOU WON'T BE DOING

- Teaching or mentoring: Think of yourself as a moderator and tour guide. We want you to lean into our inhouse experts and make sure that the founders make the most of the time with us.
- Cold calling, selling, or customer service management.

COMPENSATION

- \$13 - \$15 hourly dependent on experience.
- Flexible work schedules and the ability to manage your own schedule.
- You control your hours of availability.
- Work Primarily Remotely with some In-Person in Dallas, TX.



To apply for this position, please send the following to support@eqall.co:
Resume with LinkedIn profile link