

# simple intentions

## Project Coordinator

Project Coordinator needed to support Simple Intentions a global employee engagement company based on Kirkland. Core functions of role includes managing The Mindful Life employee engagement program life cycle. This will include managing program life cycles for each team in the Mindful Life program as well as owning the company and CEO's global speaking/training engagement calendar. Related responsibility will be inventory management and tracking of inventory tied to engagement lifecycle. For the right candidate role can scale to include marketing and communication support for the Mindful Life program and Simple Intentions book collection.

Must be highly detailed, freakishly organized, and passionate about process with a sense of humor and a drive to make a positive impact in the world. Starting 10 – 15 hours a week for first 3 months, with potential to grow into more hours.

Responsibilities include but are not limited to:

### **Lifecycle Management**

Responsible for supporting end to end custom lifecycle of program engagements and improving/streamlining processes.

### **Inventory Management**

Provide inventory support. Maintain books and product supply at levels to sustain operations; obtain materials as needed and requested; receipt and store them; enter new inventory into information system, account for all product inventory owned by the company.

### **Schedule Management**

Responsible for organizing end to end calendar for company including all workshop and speaking engagements for CEO and partner facilitators around the world. Responsible for helping to plan global travel, make sure that the travel runs smoothly without any issue by providing itinerary, confirming reservations and teaching times, and coordinating with venue and inventory logistics.

### **Internal Team Organization**

Manage internal team Office 365 and Onedrive and create internal processes and systems to improve overall efficiency in time, money and resource management

### **Client feedback and communication**

Client communication would include but not limited to scheduling follow-up trainings with teams, sending survey's outs and compiling the survey results and attending to basic client needs as they come up pertaining to workshop and speaking engagements.

### **Other and growth opportunities**

Possible projects include marketing research, marketing project management, invoicing, creating SOW's and business development

This role will be a paid per hour \$18/hour. Compensation and job description will be reviewed in June. Office is located in downtown Kirkland next to Northwest University. Interested candidates please send e-mail – to [jae@simpleintentions.com](mailto:jae@simpleintentions.com) with Project Coordinator in subject line detailing interest and skills.

[www.simpleintentions.com](http://www.simpleintentions.com)