



**BeadforLife Boulder, Colorado Office  
Project Maestro**

**What we do:**

Think about the first time someone recognized in you a spark, a talent you hadn't yet seen in yourself. Remember the way your heart exploded when you felt the power of what you could do and be. At BeadforLife, we help women living in extreme poverty feel that feeling by turning their spark into a fire of purpose.

We provide income-generating opportunities, entrepreneurial training and holistic support for women who are ready to invest in themselves. These women make beautiful handmade products—but that's only the beginning. They also make a new life—one where they lift themselves and their families out of poverty for good. And it all starts with a spark.

**Who you are:**

Do you get happy feet when you hear that a project is yours to own? Are you the organizer of every organization? Can you connect the dots between big picture strategy and tactical solutions, through well-researched and succinct formats and communications, so that it all comes together right down to the perfect graph, punctuation and font? If you love Kaizen, are fun to hang with, are organized, diagnostic, an independent thinker but a team player, and are happy to pitch in with any project just for the asking, and... are looking to spend some time with Director-level positions (versus avoiding them...), we are looking for you.

**What we'll do for you:**

- You'll be challenged, you'll be inspired, and you'll be proud to see your spark igniting the world
- You'll have plenty of opportunity to do really cool and meaningful work that will advance your skills
- You'll get a chance to go to Uganda to see our programs in action
- You'll have great time off benefits, including a paid, organization-wide closure over the holidays

**What you'll do for us:**

The Project Maestro is a critical role in our organization because s/he will be the glue that binds all of programs and projects into a nice tidy package, through:

- Research, data analysis and solution recommendation (for example, sales data analysis and presentation)
- Report and communications creation and editing
- Assisting CEO with special projects, day dreaming and other projects as they come up
- Records management and maintenance
- Support to overall organization, via hands-on coverage in other departments as necessary (Customer Care, Communications, Philanthropy, etc.)
- Event coordination, including, but not limited to, donor and volunteer events, meetings, and employee gatherings
- Manage donated product process



- Conducting assigned tasks related to new hire orientation and process, and exiting employee process
- Management and oversight of meeting schedules and travel components
- Media interview scheduling and/or sample requests fulfillment
- Collateral coordination
- Management of vendor relationships, as requested
- Troubleshooting and resolving problems with printers, server access, and other basic technical issues (Probably not the highlight of your job, but somebody's got to do it...)
- Supply and space oversight and management
- Promotion of positive environment of fun, trust, stakeholder appreciation, continuous improvement, high performance and accountability
- Other duties as assigned

**What you'll need to be good at to do it:**

- 2-5 years relevant experience with positive results
- Unstoppable passion for doing the right thing, and for getting the job done
- Crazy good organization and people skills (yep, we need both, not just one)
- Strong verbal and writing skills (used only for good, not drama)
- Familiarity with, or willingness to learn, cutting edge communications and analytic or reporting tools
- Ability to set and meet tight deadlines (without a tap, tap, tap on the shoulder)
- Background in retail or accessories marketing is helpful
- Background in non-profit or women's empowerment program is helpful

**Desired Skills and Experience:**

- Successful customer service experience
- Demonstrated ability to work under pressure, accurately, independently and reliably.
- Experience using CRM system, tracking systems (i.e., shipping, inventory management, etc.), Excel, Word, and Outlook. Magento, Drupal and QuickBooks experience a plus.
- Ability to multi-task and think critically
- Strong communication, interpersonal and collaborative skills
- Ability to make independent decisions and judgments
- Team player and self-motivated

**Compensation:**

\$13 - \$15 per hour, depending on experience. Hours per week: 15 - 25 hours.

**To Apply:**

Please shoot us an email letting us know how working for BeadforLife would be a dream come true, along with your resume (to show us how we'd be crazy not to talk to you) to [jobs@beadforlife.org](mailto:jobs@beadforlife.org) with "**Project Maestro**" in the subject line. While we love, love, love initiative on the job, no phone calls please. Qualified candidates will be contacted for an interview.