



# JOIN THE conSTELLAtion!

## Operations & Program Support

Stella supports the female entrepreneurial journey at every stage by providing rigorous action-based business training programs, high-touch mentorship, curated consulting services, and access to capital. Our competitive advantage is our network. Stella is a powerful conSTELLAtion — a diverse network of professionals, serial entrepreneurs, and investors with deep functional expertise across industries. From services to capital, the Stella Community connects female-identified founders and investors to the right resource at the right time. From ideation to exit, female founders — and the funders who champion them — look to Stella for its inclusive community, accessible curriculum, intentional coaching, annual Venture Summit, fundraising opportunities, and investment services.

## YOU'D BE A STELLAR FIT IF YOU

- Get excited about the startup and investing world, especially as it relates to womxn-led
- Love taking the lead with your ideas, bringing them from ideation to fruition
- Execution is among your top strengths
- You work well with minimal supervision and direction
- You like the freedom of remote, independent work
- Are obsessed with operational and project management and planning. You really do love it and keep an eye on what's next
- You are sociable, and comfortable in front of people. In fact, you like building community and are confident commenting/having conversations with other people
- You are highly detail-oriented and double-check every detail
- You have great project management skills, adhering to, and setting timelines,



deliverables and priorities

- You are a self-starter and not afraid to take initiative or direction
- You are an outgoing community builder, able to plug in anywhere you are planted

## RESPONSIBILITIES

### Administration and Office Management

- Oversee daily operations of Stella Foundation, including administrative support, program management and communication.
- Provide day-to-day leadership and management that mirrors the mission and core values of Stella Foundation.
- Coordinate weekly staff meetings to encourage teamwork, information-sharing and professional development. Also prepare and organize all agendas and follow throughs
- Strategic Planning
- Collaborate with the Executive Team to design and implement business strategies, plans and procedures.
- Maintain personnel records.
- Create and revise job descriptions.
- Maintain organizational charts and staff directory.

### Contract/Grant Management

- Review client and consultant agreements/contracts before execution.
- Provide required documentation for pending contracts.
- Coordinate contract renewals.
- Establish, communicate and follow “best practices”.
- Track and follow all contract deliverables for sponsors, donors and partners.

### Communications

- Support communications efforts as needed.

### Program Support

- Help to schedule, implement and manage virtual and in person events



- Coordinate and schedule mentors, subject matter experts, all tech checks, and KBYG materials for Stella events (including orientation, coworking, masterclasses, education etc.)
- Attend all classes as well as accelerator meetings to support program participants. Provide value and support as needed.
- Provide weekly communications for program participants

#### Technology Support

- Support administration of Wordpress site to admit and engage community members.
- Update and add events, resources and materials as needed to the membership platform.

### **REQUIRED SKILLS / ABILITIES**

- Excellent verbal and written communication skills
- Excellent interpersonal and networking skills with a variety of personalities and positions
- Ability to partner cross functionally, through strong relationship building and communication skills, with all levels of management
- Experience in project management and executive level administration
- Critical thinker with strong problem-solving and research proficiencies
- Knowledge of both virtual and in-person event planning
- Solid organizational skills and detail oriented
- Creative mind with ability to problem solve
- Ability to simplify complex information into a user-friendly format
- Proficient in Google Workspace, Canva or Adobe Creative Suite, Wordpress, Mailchimp, Hubspot, Slack, Asana, Remo, and Airtable.
- High level of empathy for the entrepreneurial journey of all diverse founders
- Startup or entrepreneurial background
- Technologically proficient
- Extremely detail oriented and organized



## **EDUCATION & EXPERIENCE**

- Bachelor's degree in Business or related field required

## **COMPENSATION**

This is a Part Time position ranging from \$23-\$30 per hour at 10-20hrs hrs per week.