



# JOB ANNOUNCEMENT

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**Job Title:** Administrative and Marketing Coordinator  
**Reports To:** Executive Director  
**Status:** Part-Time: Starting 20 to 25 hours (on average) per week, with potential to ramp up  
**Location:** Work from home (preference for someone living in the Denver/Boulder, CO area)  
**Announcement Date:** February 28, 2020      **Position Start Date:** Available immediately

The Narrative Enneagram (TNE) seeks an Administrative and Marketing Coordinator (AMC) who is passionate about our mission to transform lives and build a more compassionate world. We have seen a 30% increase of interest in our programs and are undertaking exciting initiatives to engage a much larger audience and build our capacity and internal systems to support this expansion. We have a team of four employees (expanding to six) and eight faculty and contractors.

The AMC will engage in a wide variety of tasks to support our administrative operations, marketing efforts and communications with our students, members and community of more than 800 certified teachers and practitioners. The AMC has a tech-savvy knack for streamlining administrative processes and has an intuitive sense of how to build connections in the TNE community.

### Required Skills:

- Background in office administration and/or marketing
- Admin-level familiarity with online marketing tools and social media platforms (Constant Contact, Facebook, Instagram, Twitter, etc.)
- Basic content management using a CMS like WordPress
- Prior experience with data entry and reporting from customer databases
- Strong computer skills (e.g. MS Office, Google Suite, Zoom, mail merges, spreadsheets, etc.)
- Detail oriented, organized and efficient
- Customer service experience
- Strong communication skills (including writing, proofreading and editing)

### Desired Skills:

- Background or interest in the Enneagram
- Familiarity with Quickbooks
- Basic design skills including graphic tools such as Photoshop, InDesign, iMovie, etc.

### APPLICATION PROCESS

Please fill out our online application form and email a resume and cover letter describing why you are a great fit for this position to [ed@enneagramworldwide.com](mailto:ed@enneagramworldwide.com). Applications will be reviewed until the position is filled.

**Application Form:** <https://forms.gle/Z5ELk3VgXM4S2iQn7>

**Compensation:** This is a part-time position with flexible scheduling, starting at 20-25 hours (on average) per week, with potential to ramp up over time. Compensation will be \$18-25 per hour (commensurate with experience), plus partial benefits, which will increase as the position expands and your hours increase.

**About The Narrative Enneagram** - TNE is a 501(c)(3) non-profit organization dedicated to transforming lives and building a more compassionate world. We advance human consciousness, self-awareness, interpersonal understanding and communication skills through our pioneering Narrative Enneagram curriculum, which integrates psychology, spirituality and somatics. TNE is the only multi-instructor [IEA Accredited Enneagram School](#) that sustains and promotes the pioneering work of leading Enneagram developers [Helen Palmer and David Daniels, MD](#). We are also the longest running Enneagram school worldwide. Our [Core Curriculum](#) includes [foundational programs](#) and [certification tracks](#) for Narrative Enneagram teachers and professionals who work one-to-one with clients. Before applying for this position, please familiarize yourself with our organization by visiting our website at [www.enneagramworldwide.com](http://www.enneagramworldwide.com) and the links above.



THE NARRATIVE  
ENNEAGRAM

## Administrative and Marketing Coordinator Job Description

The Administrative and Marketing Coordinator engages in a wide variety of tasks to support our administrative operations, marketing efforts, students and community of over 800 certified teachers and practitioners. Part-time, 20-25 hours/week, ramping up over time. Below is a summary of specific responsibilities.

### Administration

- Event and Customer Support
  - Provide backup planning, preparation and logistical support for our trainings.
  - Process and distribute results of training evaluations.
  - Arrange for and manage recordings of our training sessions, the duplication process and distribution.
  - Mail merge, print and collate mailings to donors and other constituents.
  - Fulfill product requests and respond to customer service inquiries.
  - Resolve administrative problems and inquiries, seeking input from ED as needed.
  - Secure and manage Continuing Coaching Education credits.
- Finance Support
  - Record deposits, credit card charges and other transactions in Quickbooks.
  - Process received payments/donations and make bank deposits.
- Accounts Management
  - Administer Google suite platform and Techsoup nonprofit software discounts.
  - Manage our Grasshopper phone forwarding system.
  - Manage e-commerce accounts (Fastspring, Paypal, Vimeo, Amazon affiliate account)
- General Admin
  - Record and distribute minutes of staff meetings.
  - Open, sort, distribute, and/or act on incoming correspondence.

### Marketing

- Electronic media
  - Assist the Marketing Director with TNE's online efforts, including website, social media, email campaigns, and blog posts; includes writing or proofreading content, and some design and layout.
  - Complete minor website edits and draft new program pages using a CMS like WordPress for review by Marketing Director.
  - Manage mutual cross-linking of websites between TNE and our partners.
  - Create and send e-newsletters using Constant Contact, with guidance from Marketing Director.
  - Create and send electronic surveys to our constituencies and analyze the results.
  - Set up webinars on Zoom and manage registrations, communications and follow-up.
  - Provide proofreading support for email campaigns, printed and online communications.
- Building Connections
  - Build relationships with and among our certified teachers/practitioners, attending to their requests.
  - Attend occasional TNE trainings to learn our programming from the inside out and build relationships with our constituents.
  - Research strategically valuable connections TNE can make with potential partners, donors, etc.
  - Promote and grow our membership program, working with our Membership Committee. Send eblasts to renewing/expired members. Manage membership directory. Develop new professional membership.
- Assets and Support
  - Analyze constituent data to make recommendations to the Marketing Director.
  - Manage stocks of printed promotional materials.
  - Create and manage marketing asset archives (photos, videos, audios, TALK e-newsletter, manuals).

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Selection and retention in this position is contingent on a successful background investigation.

The Narrative Enneagram does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, and to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee frequently is required to use hands for typing, filing and using office equipment. The employee is occasionally required to stand; walk, and stoop, kneel, and crouch. The employee may, on occasion, lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

TNE will provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact TNE directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.