



YES I AM, Inc.
<http://www.yiam.us>
Personal Assistant Internship
Fall 2010
20-25 Hours Weekly

Summary:

YES I AM, Inc. is a non-profit Oklahoma-based educational organization created to establish charter schools, student organizations, and produce educational materials in various artistic forms of expression.

The Personal Assistant will work directly for the Chief Executive Officer and support senior management staff.

Job Duties:

- Chief Executive Director's first point of contact
- Screen telephone calls, enquiries, and requests, and handle them when appropriate
- Meet and greet visitors
- Organize and maintain diaries, and make appointments
- Deal with incoming email, faxes, and posts, often corresponding on behalf of the Chief Executive Officer as directed
- Take dictation and minutes
- Carry out background research and present findings
- Produce documents, briefing papers, reports, and presentations
- Organize and attend meetings and ensure that the Chief Executive Officer is well-prepared for meetings
- Liaison with clients, suppliers, and other staff
- Devise and maintain office systems, including data management, filing, etc.
- Arrange travel and accommodations and, occasionally, travel with the Chief Executive and senior management staff to take notes or dictation at meetings or to provide general assistance during presentations

Skills

The Ideal candidate will also possess the following skills:

- Excellent computer and communication skills
- Excellent writing skills
- Dependable, courteous, and passionate
- Ability to work independently as well as in a team
- Able to promptly answer support-related email, phone calls, and other electronic communications
- Self motivated, detail oriented, and organized
- Typing proficiency: 40-60 wpm

Education and/or Experience:

- Working toward a Bachelors degree in a related field, or experience
- Highly organized
- Knowledge of social etiquette
- Internet navigation

For additional information:

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