

BOSSED UP

STATUS: Applications are being accepted on a rolling basis through June 30

Career Support Specialist | Part-Time Employee Position Description

Bossed Up seeks an friendly, personable, and communicative Career Support Specialist who's excited to share the Bossed Up community with the world! This person will support our sales & marketing team by making a positive first impression on behalf of Bossed Up, by speaking directly with women seeking out career support and connecting them with the Bossed Up resources that can help them make radical career progress.

POSITION RESPONSIBILITIES INCLUDE:

- Learn about Bossed Up's program offerings and familiarize yourself with the ideal customer archetypes for each offering.
- Communicate via phone with Bossed Up community members who have expressed interest in our career service offerings to educate them on current offerings, answer any questions they have, and provide guidance on whether or not they would be a good fit for our programs.
- Educate Bossed Up community members on the value of Bossed Up programs and resources, while providing guidance on other resources (both Bossed Up's free resources - like our online guides, podcasts, and past webinars - as well as other resources available from other providers) that may be of support.
- Clean and manage data in a timely fashion for prompt follow-up by entering outcomes after each contact to document relevant notes.
- Work directly with the Sales & Marketing Director.

THIS POSITION IS FOR YOU IF...

- You pride yourself on your active listening skills
- All your friends call you first for supportive career advice
- You genuinely care about helping people advance in their lives and careers
- You're able to carry on a friendly conversation with just about anyone
- If necessary, you know how to gracefully exit a conversation

- You're willing to embrace new technology and learn new skills
- You're a self-starter and confident in your ability to hit goals
- You've got a passion for personal and professional development
- You're able 10 to 20 hours per week between 1 pm and 5pm MT, Monday through Friday
- You think Bossed up is doing rad things!

ABOUT BOSSED UP

Bossed Up is a Denver-based business and worldwide online community for women who want to create radical progress in their careers. Through our online and in person programs for job seekers, professionals, and leaders on the rise, we help our "bosses" achieve their wildest ambitions and craft sustainable career paths.

We believe that work, love, and wellness are connected, and foster a company culture of compassion and radical candor that reinforce that core belief in personal and professional sustainability. We believe in working hard on behalf of our clients, but also working smart on behalf of ourselves to maintain our own wellbeing. If you're excited to learn and grow with a small but mighty team, we're excited to hear from you.

HOW TO APPLY:

Send all application materials to the Bossed Up team at info@bossedup.org, including:

- **A professional resume**
- **A cover letter:** Submit a brief email or letter (no more than 500 words in total) explaining why you're interested in this role.

Compensation:

This is a part-time employee position starting ASAP.

The hourly rate for this position is \$30, with room to grow.

Benefits include:

- Comprehensive training and hands-on support from your manager, Bossed Up's Sales & Marketing Director

- Accrued paid sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 48 hours per year.
- While it is possible to fill this position working fully remote, you're also welcome to join us in the Bossed Up HQ in downtown Denver on Mondays and Wednesdays if you'd like access to our office space, unlimited coffee, kombucha on tap, and snacks.
- Flexible hours are available with a minimum of 10 hours a week and a maximum of 20 hours per week, within the hours of 1 pm and 5pm MT, Monday through Friday.

Bossed Up is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. If you need assistance or an accommodation due to a disability, you may contact us at info@bossedup.org. Learn more about our commitment to inclusion, diversity, and anti-racism [here](#).