



Empowering individuals today,
for a more confident tomorrow.

Self Love Beauty Specialty Programs Contractor

Job Title: Self Love Beauty Specialty Programs Contractor

Reports to: Executive Director

Location: Midland, MI with hybrid model

Job type: Contractor

Hours: 10-15 hours a week for one year during the business working hours and some nights and weekends depending when programs are happening.

Who Are We:

Self Love Beauty (SLB) is a 501(c)(3) nonprofit with the mission to empower individuals today for a more confident tomorrow through evidence-based, age-specific educational programs that focus on the importance of confidence so they are empowered to fulfill their highest potential at every stage of their life.

Position Summary

Self Love Beauty (SLB) is seeking an Independent Contractor for temporary, contract work from May 2023-March 2024 for the position of leading their speciality programs.

Responsibilities:

This role will lead SLB's speciality programs such as their family programs (Father/Daughter, Mother/Son, Mother/Daughter and Mother/Son programs), Teen Conference, Affirmation Day and Ambassador Program. Essential functions and responsibilities include, but are not limited to:

- Oversee and implement SLB's speciality program operations in the Great Lakes Bay Region of Michigan.
- Implement SLB's strategic program plan to achieve program goals as well as engaging board and volunteers to help achieve identified key metrics and expected performance results.
- Manage a flawless flow of show timeline, from set-up to break-down schedules for all programs and events.

Requirements:

- 2-5 years of professional experience with events and project management
- Excellent verbal communication and writing skills.
- Outstanding organizational skills, attention to detail, and the ability to multitask
- Technology savvy including proficiency in the Zoom, Microsoft Office Suite, G-suite especially google excel, Canva and Adobe
- High energy and passion for the organization's mission
- Excellent team player, able to meet deadlines and work independently, innovative, creative, mature thinking and reasoning
- Excellent self-management skills, with the ability to work independently as needed.
- Agility to problem solve and work effectively under pressure while working as both part of a team as well as independently
- Collaborative in nature with a "no job is too small" attitude to assist with overall account team duties and additional programs as needed

Please send your resume and two references to Lisa Thompson at lisathompson@selflovebeauty.com.