



**SEGAL COACHING LLC**

PROGRAMMING & COMMUNICATIONS SPECIALIST

Segal Coaching LLC (“we” or “SC”) is a small business with a high standard of excellence.

Since 2015, SC has offered executive coaching, professional writing and a premier set of career-related offerings to support and partner with executives, board candidates and rising leaders.

Our team is growing, and we are searching for a Programming & Communications Specialist.

This role would be virtual and up to 10 hours per week (with an option for occasional in-person meetings, no more than quarterly, in Stamford, CT). It is currently offered on a contract basis.

Responsibilities

Under the guidance of Ms. Segal, the Programming & Communications Specialist will:

- Help plan and support our online programming at [www.segalcoachingacademy.com](http://www.segalcoachingacademy.com), including the launch, management of and communications and registrations for future board candidate and executive cohorts, speaking engagements, workshops and events
- Interact with high-level speakers and clients, the majority of whom are executives and many of whom are also (or were trained as) attorneys
- Create and maintain a regular publishing schedule and produce and organize key resources, ensuring they have high impact to help raise our profile and build our reach
- Manage communications and administrative aspects of SC’s global newsletter (currently 1,000+ subscribers), LinkedIn company page (currently 500+ followers), website content and other social media
- Work collaboratively with and take direction from coaches and writers associated with SC
- Later in 2023, help plan in-person events and workshops
- Monitor the results of outreach activities
- If proficient in Spanish, support Spanish-language presentations and programming
- Research, proofread and fact check as requested
- Lead and facilitate team planning sessions as requested
- Complete related tasks as agreed

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[segalcoaching.com](http://segalcoaching.com) • [segalcoachingacademy.com](http://segalcoachingacademy.com)

Six Landmark Square, 4<sup>th</sup> Floor, Stamford, CT 06901, USA

## Requirements

The Programming & Communications Specialist should possess the following or demonstrate a quick learning curve to rise to the expectations of this role:

- Accurate, creative and versatile writing skills, including for digital media
- High integrity, discretion and emotional intelligence
- Ability to build strong relationships with a variety of stakeholders across cultures
- Knowledge of the media landscape and proven ability to develop and implement effective media and outreach strategies
- Organizational skills and attention to detail, including managing resources efficiently and checking work for accuracy and completeness
- Experience interacting with, supporting and creating messaging for executives
- Genuine passion for helping people improve their lives and careers
- Commitment to increasing diversity at all levels of the workplace (including at the top)
- Self-motivation and self-discipline, with the ability to work decisively and with autonomy, meet deadlines and manage competing priorities
- Sense of humor
- Familiarity with one or more of the following: LinkedIn, WordPress, PowerPoint, Thinkific, MailChimp or similar online sites (no coding experience needed)
- Bilingual (English/Spanish) candidates preferred; some familiarity with Spanish required

SC seeks a self-motivated individual who appreciates that every interaction is an opportunity to make (or break) a lasting impression and positive impact. The need for candor, diplomacy and confidentiality is equally paramount, as the Programming & Communications Specialist will maintain an online learning program (geared toward board of directors' candidates and executives) and other materials to bring our coaching principles to a wider audience.

The hourly range for this role is \$40 to \$50 per hour.

To be considered for this opportunity, please send your resume (with a link to your LinkedIn profile), cover letter describing your qualifications and samples (if any) of your work no later than **Friday, April 14, 2023** via email to [team@segalcoaching.com](mailto:team@segalcoaching.com). Submissions will be reviewed on an ongoing basis, so you are encouraged to apply before this deadline. We are committed to building a diverse and inclusive team and a policy of equal treatment and opportunity. Diverse candidates are encouraged to apply for open roles at all levels.

Only short-listed candidates will be contacted for an interview, although we will attempt to respond to all applicants within 2-4 weeks of their indication of interest.

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