



Job Announcement: TI-8201022011

Job Description: Executive Assistant to the CEO

Open Date: July 22, 2010

Close Date: September 10, 2010 12:00pm

Start Date: October 18, 2010

Vacancy Type: Temporary/ Internship

Vacancy: 1 position

Compensation: Unpaid Internship

Requirements: Open to college students in the DC Metro area having completed at least 4 semesters of full/part-time coursework

What is Saint Gabrielle Street & Co?

Through the development of Saint Gabrielle Street & Company, Inspirational Media Group LLC, Brian Hamlin has created a company that is designed to inspire audiences to discover their abilities to change the world. This message is delivered through an explosive inspirational mixed media format that includes workshops, seminars, provocative stage and online video presentations. *For more details about this company, please visit:*

www.saintgabriellestreet.com

About the CEO:

Brian D. Hamlin founded Saint Gabrielle Street & Company with the intent to entertain and energize the “dreamer” within us all. Mr. Hamlin has been a professional educator by trade, having taught for the last decade. His personal and professional influences include the legendary motivator Anthony Robbins, business mogul Russell Simmons and Cirque De Soleil’s creator Guy Laliberte. Mr. Hamlin has harnessed his own “God-given” ability to inspire the hearts of man and to release the self-imposed shackles that often limit man’s success. Having produced three full stage productions that include “*The Vision of Saint Gabrielle Street*”, “*Heaven on Earth*”, and “*Everyday Angel*” and hundreds of high impact workshops; and with the forthcoming release of an inspirational children’s book, Mr. Hamlin promises to be someone to watch in the coming year.

Who are we looking for?

College juniors and seniors majoring in Business, Marketing or Communications (full time or part time) to report to the CEO as well as additional support staff as needed. This is a telecommute position, therefore, candidates must have and prove access to office automation software/ hardware including a computer with

Internet access, MS Office programs (or comparable), and a telephone/cell phone.

Who do we consider to be successful candidates?

- Have excellent writing and communication skills
- Posses excellent computer skills with knowledge of the Microsoft Office Suite programs
- Possess a minimum of 3.0 GPA in core classes
- Produce two letters of recommendation (character, creativity, work ethic)
- Have excellent customer service
- Reside within 30 minutes of the Washington, DC area
- Have Cell phone and laptop access
- Be Creative and self-motivated

Position Term: October 18th to April 18th (6 month cycle)

Internship Compensation: This is an unpaid internship

Internship Benefits:

- Potential college credits (based on college requirements)
- Letters of recommendations
- Monthly mentoring via phone conferences
- On the job training/experience
- Production Assistant credits
- Company website feature
- Leadership opportunities with creative projects

Duties and Responsibilities:

- Flexible and on-call hours (black out zones available)
- Taking booking calls and scheduling engagements
- Developing Speaking Leads and Press Kit Follow Ups
- Weekly Conference Calls/Bi-Weekly Reports
- Team Correspondence (Project Based)
- Market Research (Limited)
- SMR Report Management & Execution
- General Project Based Tasks

Working Requirements:

- Telecommute/Work from home (Laptop, cell phone)
- Street Work (Project-Based)
- Bi-Weekly Reports

Application Process:

Applications must be submitted no later than Friday September 10, 2010 at noon. To apply for this position, please visit: <http://bhamlin.wufoo.com/forms/sgs-co-intern-application/>

Or [click here](#). (If this link does not automatically open in your browser window, please copy and paste the URL into your browser or press CTRL+click on your computer.)