

## PROGRAM MANAGER to CEO

### ABOUT SNP

SNP is a leadership communications company focused on helping high-performing leaders and teams achieve their goals. For almost 30 years, we've been behind the scenes helping the world's most successful companies including Google, Airbnb, SAP, Salesforce, and Spotify.

The world is loud. We help leaders break away from the noise to make their message clear and memorable. Our experience, creativity, and passion are reflected in the work we do, whether it's clarifying the message, up-leveling skills, or scaling the mission through media.

### ABOUT THE ROLE

#### WE'D LIKE YOU TO HAVE:

- Organizational prowess...you've been accused of being anal retentive and liked it.
- A sense of humor...because that means you are smart.
- A love of people...we are a service business so that's everything.
- An understanding of what service means...you have been a busboy/girl, bartender and still like people.
- The ability to write...seriously know the difference between a noun and a verb.
- Used to babysit...because that's what she needs.
- Runs races and wins...stays ahead of her.
- Loves to schedule.
- Has a journalistic bent...you're curious by nature.
- Doesn't get bored because you are not a boring person.
- Didn't need grades to know that you learned something.
- A boss of the world mentality, you know what needs to be done and you go do it.
- Experience in coordinating and maintaining multiple projects at one time.
- The ability to find information and answers, you'll ask for what you need.
- A demonstrated desire to help run the most interesting company, working with the most interesting people and customers.

#### WHILE ALSO BEING:

- Would love GenZ. You might have as much energy as she does.
- A person who believes that *fun* means efficient, productive, and successful.
- Able to laugh at yourself when necessary and laugh with your co-workers often.
- Smart enough to know what you don't know, and confident enough to ask questions.

- Highly empathetic, with strong interpersonal skills and appreciation for confidentiality.
- A team player who is comfortable working in a highly autonomous, fast paced environment with a flat management structure.
- 100% accountable to colleagues, customers, and work.
- A smart, nice, person.

#### YOU'RE RESPONSIBLE FOR:

- Assisting our CEO (we'll call her Maureen from here on out...) with customer relationships, managing (and protecting) her calendar. Creating and maintaining an intentional outreach cadence for engagement.
- Coordinating logistics for in-house and external meetings, video conferencing engagements, and conference calls. The PM is accountable to making sure Maureen is prepared for every meeting, event, and customer interaction she faces.
- Overseeing and tracking all of Maureen's deliverables and ongoing action items (and there are a lot!).
- Managing the program details for all of Maureen's delivery, including coordinating trainings, recordings, interviews, and web events.
- Taking on specific, company-wide projects, according to your interests and the company needs.
- Handling confidential and sensitive information with unquestionable discretion.
- The commitment to this job is 12-18 months. You will learn everything about the business, discover what "real" job you want and get it! Previous individuals in this role have gone on to be the Director of Marketing or Head of Curriculum Design.
- The ideal candidate lives in San Francisco or New York.

Please submit your resume and a cover letter to [careers@snpnet.com](mailto:careers@snpnet.com).