

After Haja's segment on a local radio show, the next segment listed events and announcements, plus a website:

<http://harlem411.com/events.htm>

I found a few items of note for our project, mostly listings from HCCI, which I assume is Harlem Congregations for Community Improvement. I have seen their website before, <http://www.hcci.org>, but most of their programs were beyond our original geographic boundaries. The last item listed below is funny because it's a job announcement for executive assistants to Sean Combs, aka Puff Daddy, who is a rapper/clothing designer. But the ad is posted by Valerie Babb from the Abyssinian Development Corporation!

281

You are invited to HCCI's Homebuyer Education Seminar Series.

Class Schedule is as follows:

Thursday January 17th

Thursday January 24th

Thursday January 31st

All classes run from 6:30 -9:00 PM Classes will be held

266-68 W 153rd St. For more information Minister Charles Butler

at 1 212 281 4887 ext. 131

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Free Job training in the construction trades. Call HCCI at 212 491 3315 ext.112

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Are you looking for a job, just need an upgrade or you need help writing a resume? Then stop by HCCI's Career Development Center.

For more information call 212 491 5280

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Attention Home Owners; The Harlem Congregations for Community Improvement,

Inc. has home improvement loans to save on fuel bills by winterizing and weatherproofing your home. Contact Minister Charles Butler at 1 212 281 4887 ext. 131 (repeat number)

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LOOKING FOR (2) ASSISTANTS FOR SEAN COMBS.

Bad Boy Worldwide Entertainment Group is seeking an experienced polished Personal Assistant to coordinate the Chairman's business, social

and personal affairs.

This role involves handling business and personal tasks at the Chairman's office and multiple homes. Serve as a personal liaison between the Chairman and his family. It is imperative that the Assistant has the sophistication to communicate effectively with people at all levels of management and handle highly confidential matters. Due to the Chairman's extremely busy schedule, the Assistant needs to be accessible on weekends and evenings to handle ongoing activities. Job Summary: Ensure that all personal aspects of Chairman's life are covered, including tight scheduling (keep him on time); anticipate his needs in order to ensure that all the information he requires is always at hand. Interact with industry executives and talent; manage/maintain personal calendar. Secure personal supplies. Responsible for Chairman's personal expenses. Manage expenditures & petty cash. Handle personal projects. Prepare correspondence, when required, consistent with general direction from Chairman and Chief of Staff. Respond expeditiously to diverse assignments and take responsibility for projects from beginning to end. Consistently operate with a sense of urgency while not losing sight of the details! On-call 24/7 (you will travel and accompany Chairman to events, and parties late in the evening.) This on-call schedule is a TRUE 24/7 position. Will travel nationally and internationally; coordinate with Wardrobe Manager to pack clothing selection for business and personal trips. No task is too small. Candidate must have "whatever it takes" attitude.

Requirements: Ideal candidate will have a minimum of (3) years experience with a well-known businessman and/or senior level executive (CEO, Chairman). TYPE A

Personality Commitment to excellence. Unwavering loyalty. Team player; consistently sharing and communicating information. Reliable, trustworthy, flexible-  
CONFIDENTIALITY A MUST.

Always operate with discretion. Outstanding computer skills are required including but not limited to proficiency in MS Word, Excel, Power Point, and the Internet. Able to maintain composure in an extremely fast paced, entrepreneurial/creative fluid environment. Must be charismatic and have ability to communicate respectfully with all walks of life. Possess impeccable attention to detail; outstanding time

management skills; work quickly and efficiently. Able to work under tight deadlines;  
remain aware of shifting priorities; anticipate last “second” changes. Always have a plan B in place. Self-managed; skilled at managing a high volume of work and deciphering what’s immediate from what can wait. Manage tasks and projects to successful outcomes; communicate and coordinate. Must be highly-connected in NY  
(knowledge of the top restaurants, nightclubs, and best chefs) and if uncertain MUST have the resources in place to find out. Must be able to travel internationally.  
Must possess a valid driver’s license. Bilingual preferred but not necessary.

#### EXECUTIVE ASSISTANT

Provide oversight, serve as a “gatekeeper” and principal liaison;  
driving force of all communications between business entities and internal departments:  
strategically protect CEO’s calendar and time; provide oversight for flow of communication; monitor calls; ensure at extremely fast-paced office is organized and that all bases are covered; manage his timing; anticipate his needs in order to ensure that all the information he requires is always at hand; conduct due diligence to acquire background material in support of outstanding questions; provide key information to assist him with responses; manage planning logistics for domestic and international trips; prepare correspondence consistent with general  
direction; implement process improvement programs and strategies; resolve crises;  
maintain tasks lists and status reports; create, design and implement processes and  
procedures utilizing current technology; responsible and accountable for projects from beginning to end; support CEO with personal requirements as needed.  
Create  
collaborative team.

Scope of Position: Work on complex issues and provide analysis of situations.  
Manage by directing  
and coordinating activities based on CEO-directed goals. Develop a relationship that enables you to anticipate CEO’s needs and to work in partnership, jointly discerning common objectives and working on common problems. Serve as liaison  
with internal/external staff in order to understand and track firm-wide goals and concerns. Manage projects; involvement with outside activities, event planning.  
Implement directives identified by CEO; provide follow-up to ensure consistency and task completion. Coordinate efforts of various entities to present a coherent message. Provide leadership, supervise staff and streamline activities. Manage a broad range of relationships. In performance, raise the profile of the company;

at all times guarding its reputation.

I. Information Management

II. Planning: Due Diligence

III. Coordination/Detail Management

Bad Boy Entertainment is committed to equal employment opportunity and does not

discriminate in the terms or conditions of employment because of age, race, color,

creed, sex, national origin, physical disability, mental disability, marital status,

sexual preference, citizenship status, veteran status or any other basis forbidden by U.S.

Federal, state or local law.

Submitted to Harlem 411 by:

Valerie C. Babb

Senior Associate, Special Events

Office of External Affairs

Abyssinian Development Corporation

4 West 125th Street, 3rd Floor

New York, NY 10027

Main Number: 212.368.4471

Direct Dial: 646.442.6569

Mobile: 917.741.3722

E-mail: vbabb@adcorp.org

website: www.adcorp.org

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