

**Job Title:** Executive Assistant — Virtual/Administrative Assistance

**Here's the high-level stuff:**

A Kansas City-based marketing company needs an executive assistant who's proactive, organized, sharp and loves others. It's a flexible contract role (average of 10 - 25 hours a week), and work can be completed remotely. This energetic, positive marketing assistant will deliver personalized administrative support, marketing support and project coordination — everything from basic calendar tasks through account management.

**A note from the company's CEO:**

Hey there! I'm Sarah, and I'm on the hunt to grow my amazing team with an executive and marketing assistant. Picture one part Leslie Knope and one part Peggy Olson, and that's me. My team and I serve a diverse suite of clients in marketing strategy, copywriting and content, design, web and marketing execution. If you can help keep this busy team organized, simplify life and grow the business, it's a win-win. I hired a phenomenal assistant in summer 2019, and things have gone so swimmingly that both of us need another pair of driven hands!

**The ideal candidate . . .**

- Is professional, responsible, trustworthy and discerning
- Brings an optimistic, cheerful, kind and fun posture
- Loves those they serve
- Thrives in a wide variety of tasks — you'll dig major account management just as much setting my dogs' grooming appointments
- Gets excited about identifying gaps, opportunities and pathways to improve efficiency, organization and business development!
- Is detail-oriented and innately organized
- Loves to learn, hopes to grow and builds new skill sets quickly
- Enjoys frequent Zoom and phone meetings (and, if in Kansas City, occasional face-to-face meetings post-pandemic)
- Is based in the Kansas City metro area, but great candidates outside Kansas City will also be considered; if located outside central time zone, must be able to participate in meetings and must be on call during central time zone business hours

**Responsibilities will include . . .**

- Professional and personal calendar management and appointment setting
- Email inbox management and email communication

- Project management, including deadline tracking and progress management
- Marketing responsibilities, including proofreading, social media and graphic design
- Client stewardship and prospect stewardship
- Business development
- Meeting preparation, including agenda creation and report writing
- Document management, including formatting and setup
- Contractor communication and progress tracking
- General marketing support
- Editorial calendar and marketing calendar development
- Other duties as assigned (because you'll hopefully find spots where you can help the business grow!)

### **Requirements:**

- Demonstrated track record of professionalism
- Proven experience as a marketing assistant, administrator or coordinator — basically, if your background has prepared you for this role, explain in your cover letter
- Experience working with multiple team members and contractors
- Knack for processes and protocols
- In-depth expertise in:
  - Microsoft Office, especially Word, Excel and PowerPoint
  - Google suite of tools, especially Gmail, Docs, Sheets and Google Calendar
  - Communication tools, like Zoom and Google Meet
- Project management systems, like ClickUp and Trello
- Professional verbal and written communication skills, including excellent grammar

### **The following skills are a plus:**

- Experience in social media strategy and management, including Hootsuite and other scheduling platforms
- Graphic design (Including Canva . . . Bonus points for Adobe Suite!)
- Business development and relationship-driven sales competence
- Wordpress and web design abilities
- Mailchimp skills
- Editing, writing and content background, including proofreading and copy editing

If this opportunity makes you excited, please apply! Attach your cover letter and resume (both as PDFs) by 5 pm central on Sunday, January 17, 2021, and email to [sarahkoci@gmail.com](mailto:sarahkoci@gmail.com), with a subject line of "Executive Assistant Application - January 2021." Final candidates will be

asked to provide one personal and two professional references. Videoconference interviews will be conducted between January 18 and January 29, 2021.

**Job Details:**

10 - 25 hrs/week

\$14 - \$18 per hour, with much potential for growth