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## AWAKE TO LOVE

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Please Note: This job is being posted on behalf of Awake to Love ([www.AwakeToLove.Com](http://www.AwakeToLove.Com)) by Great Assistant (<https://greatassistant.com/>). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Awake to Love is a spiritual seminar and coaching company. Our purpose is to help you live from your best (divine) self so you are happier, healthier, and purposeful. We live by our core values of Working Excellently, Being caring and Service Oriented, Being Proactive, and Being Accountable.

The successful assistant will be experienced with general administrative tasks and have a passion for marketing. You will be assisting the company with marketing(basic), operations, administrative, and some basic bookkeeping tasks.

**Technical skills you need to have beginner experience and be ready to learn:**

- Keap (Infusionsoft)
- Calendar Management Softwares
- Zoom
- G-Suite
- Project Management Tools

**Position Details:**

- This is a 1099 contractor, full-time 30-40 hr/wk position.
- You must have at least 2 years of administrative or marketing experience.
- Monday - Friday: flexible hours between 9 am and 5 pm PST and occasional evenings and weekends.
- The pay rate for this position is \$24/hr.
- We're looking for someone to become a long-term (3+ years) team member.
- Mac preferred.

### How to Apply:

Email: [jobs@greatassistant.com](mailto:jobs@greatassistant.com) (Please do not contact Awake to Love directly. Doing so will disqualify you for the position.)

In the subject line, please write, "Hi, I'm (your full name) from (insert your city & state). I'm interested in the Awake to Love Executive Assistant position."

In the body of the message, please write me a 15 sentence email including:

- Two sentence opening salutation that says: "Hi there! I'm (your name) from (city, state)."
- Paragraph #1: Reason(s) why you think this job is a good fit for you, including your experience in admin & marketing (please include the number of years experience you have) and the type of tasks you handled. (black font, Verdana, 3 sentences)
- Paragraph #2: Give us an example of a time you handled event management virtually through Zoom or another platform. (red font, Verdana, 3 sentences)
- Paragraph #3: Your level of proficiency (beginner, immediate, proficient) with Keap (Infusionsoft), calendar software, and Zoom. (blue font, Verdana, 3 sentences)
- Paragraph #4: If you are/are not currently working (if you are, please let us know if you are planning to leave your position for this one), where you see yourself in three years, and why you want to work with Awake to Love. (black font, Verdana, 3 sentences)

One sentence closing providing the following:

- a closing salutation including your name, email address, and phone number. If you have a LinkedIn account please include your profile link.

Be sure to attach a resume. Thanks!