

GrowthCommunity

Please Note: This job is being posted on behalf of GrowthCommunity (growthcommunity.co) by Great Assistant (<https://greatassistant.com/>). Great Assistant is a company that works with entrepreneurs to match them to assistants.

GrowthCommunity helps entrepreneurs, coaches & experts create engaging online communities for their audiences, using Circle.so, so they can increase their impact and simplify their tech stacks. They help subject matter experts have a bigger impact on the world by creating Communities where their educational material and audience can coexist and interact in one place, improving customer engagement, retention and results.

We're looking for a fast learner that is resourceful. The successful assistant will need to be extremely proactive. You will need to be an effective communicator both verbally and written.

You will be a part of a small team and it is important that you resonate with the core values of; extreme ownership, being a great leader, continuously improving, being kind and believing the best, and detail, NOT perfection.

Some of the responsibilities include, but are not limited to:

- Email and calendar management
- Travel planning
- Streamlining both the sales and onboarding process
- Preparing documents for both sales and onboarding
- Posting content to multiple outbound channels
- Timely reporting and dashboard updates to keep an accurate pulse on business performance
- Researching target audiences and building lists for outreach
- Vendor coordination

Technical skills required:

- G-Suite
- An email marketing system such as Active Campaign
- A task or project management tool
- Slack

Position Details

- This position is a 1099 position.
- The position will start out with 10-15 hours/week but will increase to full-time hours for the right person
- Flexible hours Monday through Friday between 7 am and 6 pm CST
- The pay rate for this position is \$23/hour
- We're looking for someone to become a long-term (3+ years) team member.

How to Apply:

Email: jobs@greatassistant.com (Please do not contact GrowthCommunity 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 GrowthCommunity 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 great fit for you, including your professional experiences and the type of tasks you performed. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about a recent experience where you taught yourself a new system or tool, explain how you found the resources, and what your take aways were. (red font, Verdana, 3 sentences)
- Paragraph #3: Give us an example of a time you were proactive and took the initiative to find a solution to a problem. Include the steps you took to troubleshoot the problem. (blue font, Verdana, 3 sentences)
- Paragraph #4: Please rate your level of experience from 0-10 with 10 being advanced in Google Suite, project management software, and an email marketing system, and why you selected the score. (black font, Verdana, 3 sentences)

One sentence closing providing the following:

- a closing salutation including your name, email address, phone number, and LinkedIn profile (if you have one).

Be sure to attach a resume. Thanks!