



Are you excited about improving the behind-the-scenes technology for a top business coach?

Technical Virtual Assistant

1099/Flexible Hours

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

David Newman is the founder of [Do It! Marketing](#), is a 10-person **coaching company** that works with solo consultants and executive coaches who want to land better clients, bigger deals, and higher fees.

David is also the creator of the “[Do It MBA](#)” which is the #1 sales acceleration mentorship for solo consultants and business coaches. He is the author of the #1 bestselling business book, [Do It! Marketing](#) and [Do It! Speaking](#).

The position is for a **Technical VA (Virtual Assistant)** who will be working 100% remotely.

We’re looking for a team member who is skilled in technology platforms, willing to learn, confident, and proactive. You will work directly with our Operations Director

to maintain and improve the behind-the-scenes technology that we use daily and one-time projects as needed.

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. 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:

- Set up email blasts
- Build and edit webinar registration pages
- Manage workflows and automation
- Update and maintain online course portals
- Create schedules and calendars
- Assist with website updates and maintenance
- Coordinate online events
- Various other technical tasks as they arise

Technical skills required:

- Email marketing platforms such as ActiveCampaign
- Google (email, docs, sheets, calendar, etc)
- WordPress (Elementor theme builder)
- Various other online platforms

Position Details

- This position is a 1099 contractor position
 - The position will start out with 15-20 hours per week and can move to 30 hours with the right person
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- Flexible hours between 9:00 am – 7:00 pm US Eastern
- Afternoon hours (US Eastern) are needed as a priority to ensure a full day's coverage with our Operations Director who is based in Europe and finishes her workday at 1 pm US Eastern. In addition, must be available for our team huddle on Tuesdays/Thursdays at 9:30 am US Eastern. You will have the flexibility to perform (non-client facing tasks) throughout the day
- You must be available for periodic check-ins throughout the day and off-hours as needed
- You must be set up for Zoom calls with a professional-looking environment and a fast, reliable internet connection
- The pay rate for this position starts at \$23/hr. with opportunities for increases over time, plus a bonus
- 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 Do It! Marketing 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 Do It! Marketing Technical Virtual 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 takeaways were. (red font, Verdana, 3 sentences)
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- 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, email marketing software, WordPress, or a similar, 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!