



*Are you a detailed and assertive facilitator?*

## **Virtual Assistant**

**30-40 hours/week**

Please Note: This job is being posted on behalf of NursePreneurs (<https://nursepreneurs.com/>) by Great Assistant, a division of Profit Factory (<https://www.profitfactory.com/>). Great Assistant is a company that works with entrepreneurs to match them to assistants.

NursePreneurs teach nurses how to start a business in areas such as IV hydration, concierge nursing, chronic care management, med spa, and coaching in areas of nurse coaching and consulting.

We're looking for a virtual assistant who is detailed in their work, always on top of deadlines, someone who can anticipate needs, and someone who can be assertive about how things should be operating. This position will have a great deal of autonomy but will require set daily hours for certain meetings.

### **Job duties include, but are not limited to:**

- Email and calendar management
- Daily meetings

- External communication through various channels
- Recording notes for various meetings
- Newsletter management
- Social media management for video uploads and streaming services
- Contract management
- Various reporting tasks
- Event planning

### **Technical skills required:**

- G-Suite
- Active Campaign (or another similar tool)
- A project management software
- Acuity Scheduling (or another calendar software)
- Slack

### **Position Details**

- This position is a 1099 position.
- The position will require 30-40 hours/week
- Working hours are Monday through Friday, 9 am to 5 pm EST
- The assistant must be available at 9 am EST and 10 am EST for meetings
- 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](mailto:jobs@greatassistant.com) (Please do not contact NursePreneurs 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 NursePreneur 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 had to make recommendations that were against a previous process, how you approached it, and how it was received. (red font, Verdana, 4 sentences)
- Paragraph #3: Explain how you ensure your work is always detailed, and accurate. (blue font, Verdana, 2 sentences)
- Paragraph #4: Please rate your level of experience from 0-10 with 10 being advanced in Google Suite, Active Campaign (or a similar tool) project management software, and calendar management tools, 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!