



Would you love to help writers launch their
online businesses?

Virtual Assistant

40 hr/week 1099

Please Note: This job is being posted on behalf of Ship 30 for 30 (ship30for30.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.

Ship 30 for 30 creates education products and software to help beginners start writing online. Their core business is a 5-week cohort-based course that helps people learn the fundamentals and start writing online by writing every day for 30 days. On top of their education business, they operate a software platform where students do their writing and can post to multiple platforms.

We are looking for an efficient assistant who excels in documentation, following up, and planning. The successful candidate will have a passion for routine and structure that is reflected in their work.

Daily tasks will include, but are not limited to:

- Calendar management and snapshots updates of the entrepreneur's day
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- Project status updates
- Social media direct message management
- Social media content organization
- Customer support emails
- Basic community management tasks like responding to forum questions
- Live session meeting management
- Distribution of meeting recordings to YouTube and podcast players
- Personal tasks as needed

Technical skills you must know or come ready to learn: (Training will be provided for all the tools)

- ConvertKit
- Notion
- Slack

Position Details

- This is a 1099 role
- 40 hours per week
- Monday – Friday, 9 am – 5 pm EST, weekends will occasionally be required when courses are in session
- The pay rate for this position is \$23/hr.
- We're looking for someone to become a long-term (3+ years) partner

How to Apply:

Email: jobs@greatassistant.com (Please do not contact Ship 30 for 30 directly. Doing so will disqualify you for the position.)

In the subject line, please write, "Hi, I'm (your name) from (insert your city & state). I'm interested in the Ship 30 for 30 position."

In the body of the message, please write 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 experience as a virtual assistant. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 3 sentences)
- Paragraph #3: Tell us about a time you worked well under routine and structure and why you prefer this style of work. (red font, Verdana, 3 sentences)
- Paragraph #4: Your availability in EST. What do you see yourself doing in three years, if you are/are not currently working, and when you would be able to start your new position. (black font, Verdana, 3 sentences)

One sentence closing provides the following:

- a closing salutation including your name, email address, and phone number

Be sure to attach a resume. Thanks!