



Please Note: This job is being posted on behalf of Gather Vacations, Inc. (<https://gathervacations.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.

Gather is reinventing the vacation rental industry. Their local-centric approach allows them to manage vacation rentals in ways beneficial to the community responsibly. Their property managers, homeowners, and guests benefit from the power of a national brand delivered by a local team and deliver meaningful experiences for their guests. They currently represent 340 vacation rentals, and by the end of 2023, they will be able to offer our services in every state west of Texas.

We're looking for a virtual assistant who is self-motivated, a direct communicator, and always goes the extra mile. The successful candidate will resonate with Gather's Core Values of:

- We're either winning or we're learning.
- We have an ownership mentality.
- We value our people, encourage their development, and prioritize their well-being.
- We do the right thing.

Daily tasks will include, but are not limited to:

- Attend meetings and take notes
- Calendar management
- Email management
- Event coordination
- Social media postings
- Job postings
- Expense classifications

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

- Google Suite
- Slack
- Concur
- HubSpot

Position Details

- This is a 1099 position estimated at 20-25 hours/week to begin, and could grow to more hours for the right candidate
- Monday-Friday ideally 9 am - 2 pm HST through training, hours will become more flexible over time
- The pay rate for this position is \$30/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 Gather 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 Gather Vacations Inc. 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 how you go about planning, prioritizing, and executing tasks (red font, Verdana, 3 sentences)
- Paragraph #4: Your availability in HST. 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!