



## Improve Your English Tutoring Services

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Please Note: This job is being posted on behalf of Improve Your English Tutoring Services (<https://www.improveyouenglish.com/>) by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

At Improve Your English Tutoring Services we provide 1-1 tutoring in English to native speakers who want to master the reading and writing skills they need to improve their school grades and get into the best possible colleges for them.

Our purpose is to ***“Help children develop life’s most important skills so they can drive their own success”*** and we live by our core values of:

- Communicate clearly, politely and positively
- Use questions to clarify what customers and tutors want
- Find the facts; avoid making assumptions
- Acknowledge mistakes and propose ways to fix them

We are looking for a friendly and exceptionally organized, process driven individual with great follow through skills and a can-do attitude, to assist our CEO Nat Crawford, with a variety of administrative tasks. Some tasks you will be helping with include documentation, customer communications, follow up with clients, process implementation, etc.

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

- Google Suite
  - Asana
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### Position Details

- This is a part time, 15-20 hr/wk, W2 position with sick time and 401K.
- Hours M & T (11:00am-2:00pm), W (11:00am-3:00pm), Thurs (12:00pm-3:00pm), F (11:00am-1:00pm) **ALL HOURS ARE PST**. You must be available for weekly meetings on Mondays 12pm-1pm.
- The pay rate for this position is \$25/hr USD.
- You must have at least 2 years of administrative experience.
- We're looking for someone to become a long-term (3+ years) partner.

### How to Apply:

Email: [jobs@greatassistant.com](mailto:jobs@greatassistant.com) (Please do not contact Improve Your English Tutoring Services or Nat Crawford 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 Improve Your English Tutoring Services position."

In the body of the message, please write a 10 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 with administrative tasks. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 1 sentences)
- Paragraph #3: Your availability in PST. What 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 providing the following:

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

Be sure to attach a resume.Thanks!