



*Karen Kan* M.D.  
HARNESS YOUR SUPERPOWERS

## Karen Kan M.D.

Please Note: This job is being posted on behalf of Dr Karen Kan (<https://karenkan.com/>) by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

Dr. Karen's Academy of Light Medicine offers multiple self-healing programs. We help Sensitive Souls harness their sensitivity as a Superpower, so they can heal themselves, fulfill their purpose, and create a life of joy. We teach them how to connect to Source and their inner knowledge, ask questions through Divine Muscle Testing, and get precise and accurate guidance on what is needed for the next stage of the healing journey.

Our purpose is “***elevating consciousness so we can anchor-in a brand new reality of love, peace, and harmony for all***” and we live by our core values of:

- Be real & honest.
- Act with integrity.
- Empathize with others.
- Pursue mastery & growth.

We are looking for a very good-natured, even-keeled, reliable, caring, intuitive, empathetic and efficient executive assistant to help our founder Dr. Karen Kan with a variety of administrative tasks. You must be passionate about Dr. Karen's pro health freedom approach, vision & mission.

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

- Google Suite (Google Sheets)
- Slack or a similar communication tool
- CRMs

### Position Details

- This is a part time, 20-25 hr/wk, 1099 contractor position and will grow to more hours with the right person. Benefits: annual team retreat planned for core team members after 6 months of employment - flight, hotel, food allowance - paid by company.
- Flexible hours, M-F, between 8:30am-12:30pm EST. Daily morning connects from 8:30-8:45 am EST.
- The pay rate for this position is \$22/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 Dr. Karen Kan 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 Karen Kan position."

In the body of the message, please write a 11 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 and your passion for Dr.Karen's field of work. (blue font, Verdana, 4 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 1 sentences)
- Paragraph #3: Your availability in EST. 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!