



Please Note: This job is being posted on behalf of PartnerHope (PH) & Relational Recovery Inc.(CRR) (<https://www.michellemays.com/>) <https://www.relationalrecovery.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.

The team at PH and CRR are on mission to change the way culture, treatment professionals, and clients understand, interact with, and treat partner betrayal. They are launching a new book, treatment model and training program and are looking for an extraordinary administrative executive to join a team of A+ players and support the leader of the organization.

The successful candidate will resonate with PH/CRR's values of:

- Resourceful
- Coachable
- Highest Integrity
- Committed
- Of Service

We are looking for an assistant that is a great communicator. You should be able to kick off projects and tasks with appropriate questions and keep things moving autonomously while working out loud to keep the team informed and closing the loop at the end of the process. We need someone that can anticipate needs, and stay on top of deadlines. You will be joining a supportive team, and we expect to have someone that enjoys celebrating not only their own wins but others' successes.

Daily tasks will include, but are not limited to:

- Provide high-level administrative support to Michelle and other team members
- Onboard CRR clients and respond to media, clinicians and other public inquiries
- Onboard new members into the Braving Hope program and ensure that they successfully complete the program
- Enroll clients in intensives, workshops and special events
- Equip leadership for effective decision-making through collecting data
- Create an efficient, orderly and welcoming environment

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

- Google Suite
- CRM System (Ontraport or other)
- Project Management System (Asana or other)

Position Details

- This is a W2 full-time position
- Hours are Monday through Friday 9 am - 5 pm EST
- Monday evening coaching call is a must 7 pm - 9 pm EST
- If available to be flown in to help with onsite intensives 4-5 times a year would be preferred (dates set well in advance)
- Occasional Saturday workshop from 10 am - 1:30 pm a few times a year (dates provided well in advance)
- The pay rate for this position is \$25/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 Relational Recovery Inc. 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 Relational Recovery 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 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!