



---

Please Note: This job is being posted on behalf of Firefly Hollow Wellness LLC (<https://www.fireflyhollowwellness.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.

Firefly Hollow Wellness LLC brings wellness services, classes, entertainment/educational media, events, & products to the public in a grounded & relatable way. Their clients are those who are ready to transform their lives in Mind Body and/or Spirit. They meet their clients where they are and recognize that everyone is on a unique journey that calls for an individualized approach.

The successful candidate will resonate with Firefly Hollow Wellness LLC values of:

- Growth mindset and self-responsibility
- Inclusive professional communication
- Beauty and excellence

We are looking for an assistant that is dependable, prompt, succinct, detail-oriented, thorough, high work ethic, great communicator, is excellent with customer service, team-oriented, methodical, resourceful, high performer, health & wellness oriented & passionate about the work we do as a team.

**Tasks will include, but are not limited to:**

- Connecting with workshop facilitators
- Inputting events and data
- Inputting content into social media pre-made templates
- Scheduling social media posts
- Monitoring social media and mighty networks community for clients

- Responding to questions
- Responding to reviews and social media comments
- Attending weekly team meeting

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

- Asana
- Constant Contact
- Social Bee
- Mighty Networks

### **Position Details**

- This is a W2 part-time position, 15-20 hours per week, that could grow to full-time
- Mondays 12-2 EST team meetings & weekly connection
- Other hours are flexible Monday through Friday
- The pay rate for this position is \$22/hr.
- 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 Firefly Hollow Wellness LLC 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 Firefly Hollow Wellness LLC 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 (blue 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!