



SEEKING AN EXPERIENCED VIRTUAL ASSISTANT/PROJECT MANAGER

Our mission at The Relationship School® is to help humanity build safe, sexy, and successful romantic relationships by providing the most important education you never received in school. Our goal is to reach 1 million people through coaching, workshops and online education, and we need your help to make that happen. Our team of committed individuals is rapidly growing, and we are currently seeking to contract with a self-motivated, freelance Virtual Assistant/Project Manager, who has the discipline and organization to ensure the business runs smoothly, is always on a path of growth and expansion, and to make sure no detail goes unnoticed.

This is a work-from-home job opportunity for 30 hours per week, for a self-employed contractor. Our staff is 100% remotely based, in regions throughout the world. The glue that holds us together is the passion we have for serving people who want to improve their relationships.

Overall position mission:

- To help the larger mission of the Relationship School by having the CEO's back day in and day out as his virtual assistant.

Hours:

- Starting hours = 20 hours per week, moving more if it's working out

Pay

- Starting pay is \$16-24/hr, depending on experience. After initial 30-90 day period, pay will increase slowly based on you proving yourself and demonstrating that you are a complete rockstar.

Requirements:

- Must be available 5 days per week
- You are confident, coachable, and open to feedback
- You are an adaptable, hard working, quick learner who thrives in a virtual environment. (work from home virtually, etc)
- Understand apple products, macs, and can problem solve quickly in that world
- Proficient in google apps (drive, docs, sheets)
- Understand and learn Slack, Telegram, Helpscout and Asana
- Comfortable with social media platforms (IG, FB, Twitter, Youtube)

- Comfortable making arrangement for company travel

Responsibilities:

- Manage CEO Google Calendar --Protect CEO time and schedule
 - Scheduling with students, podcast guests, coaches, team, and external contacts
 - Owning CEO's teaching schedule and calendar
 - Owning CEO's vacation calendar and travel
 - Coordinate CEO's coaching sessions and paperwork
 - Master Calendly to manage most appointments and bookings
 - Scheduling interviews and appointments
- Manage Email & Social Media Correspondence daily
 - Gmail 2x per day, Helpscout - 1x per day, and other social media correspondence 2x per day
 - Help CEO get new speaking gigs, etc.
 - Help CEO get on bigger podcasts with wider outreach
 - Bringing important/urgent things to the team
- Interviews
 - Reaching out to speakers, authors, experts on CEO's behalf to arrange collaboration/interview
 - Preparing for interviews (when CEO interviews someone for his Youtube/podcast) - researching the person's bio, notes, questions, topics, and help prepare CEO for the interview.
- Travel
 - Book Flights, Hotels, Airbnb's & Car Rentals
 - Provide Travel Itinerary for any upcoming trips, personal and professional
- Events:
 - Act as event coordinator/event support staff

If you feel you might be a good fit for this role, please reach out to rebecca@relationshipschool.com to submit your resume and a selfie video before **August 4th**.

The video should contain the following responses:

1. Why do you want the position you are applying for at The Relationship School?
2. What qualities do you have that makes you a good fit?
3. What are your top three values?

To find out more about us, and our founder, Jayson Gaddis, please see our website at www.relationshipschool.com. **Our team culture is extremely woke and heart-centered. You won't find a better culture to work in.**