

Virtual Administrative Assistant

Part-Time, Remote Contractor

Closing Date: September 14, 2023

You're an experienced, self-directed Administrative Assistant and you're ready to join our women-led social impact creative agency. We're a small, highly collaborative, remote team base in the US. Our business model is long term relationships with purpose-driven clients. We're passionate about supporting dynamic Native-led organizations. Plus, our awareness of accessibility standards ensures we're designing support for all kinds of minds. We need assistance especially through emailing, scheduling, note taking, research and brief writing, printing logistics, and social media.

Phase 1 | Month 1-3 About 8 hours/week \$21/hour

Phase 2 | Month 3-12 About 12 hours/week or more

Responsibilities

- Schedule and maintain the WCA calendars, communicating with team and clients in various time zones to accommodate schedules.
- Check emails, respond to client messages, communicate updates to the team.
- Take notes during meetings, cleaning up meeting minutes, and preparing presentations.
- Maintain WCA marketing and branding, like social media, presentations, and the website.
- Coordinate with vendors, particularly for print logistics.
- Drafting, preparing, or reviewing reports, documents, and social media posts.
- Conducting research, like market research.
- Distributing promotions for projects or events.
- Entering data as needed, like budget plans or project specific tasks.
- Supporting event planning and implementation.

Requirements

- Proven experience as an administrative assistant (two+ years) working remotely to manage calendars, emails, and other responsibilities independently.
- Excellent communication and collaboration skills for remote work with diverse teams.
- Availability for periodic and scheduled team meetings over Zoom.
- Strong attention to detail and the ability to meet project deadlines.
- Care about the dynamic commitments of Native-led organizations.

Preferred

- Experience copy-editing.
- Familiarity with ADA accessibility guidelines and their importance.
- Understanding of typography, color theory, and layout principles.
- Knowledge of event marketing strategies.
- Experience managing vendors.
- Proficiency in Adobe design softwares
- Proficiency with other tools like Basecamp, Zoom, Slack, Google Workspace, Harvest, Canva is a plus. Or at least a true willingness to learn technology, utilize project management software, and track hours!

www.williamsoncreativeagency.com/jobs

Questions? Message us. :)

By Sept 14, 2023, send us your resume, cover letter, writing sample of previous work, and two references to monica@williamsoncreativeagency.com.