

Position Open: Online Business Manager

Company: The Soul Frequency

Application Deadline: Friday, February 26, 2021 at 5:00 pm CST

Position Overview

Do you feel called to use your gifts to help women connect and align with their deeper purpose? Do you resonate with the idea of working for a company that teaches personal development, manifesting and modern spirituality? Maybe you even know your “sun sign” and “moon sign”? If so, you may be the ideal candidate for the Online Business Manager position now open with The Soul Frequency!

As the founder of The Soul Frequency, Shanna Lee is looking for an OBM partner that loves the idea of helping the company grow to the next level. Initially, you'll work in the trenches alongside Shanna, while also helping hire additional team members that you'll be responsible to manage.

You're the ideal OBM candidate if you love running launches and have experience managing a launch from strategy to facilitation. You are organized and able to manage and oversee many projects and tasks simultaneously. You also process information quickly and will always be intentional with your time and efforts.

You look forward to exciting brainstorming sessions where you and Shanna will dream big and look for new opportunities. You show up with confidence in your skill set, and you know how to bring new ideas to the table.

You know IG and FB, can write some quick simple copy if need be, and step in when necessary, knowing that no task is too big or too small. But you also know how to delegate, so that each team member feels deeply appreciated and cared for.

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Most importantly, you have great energy and will be wonderful at creating connection when you correspond with clients, podcast guests and colleagues. You love personal development/spirituality and are excited to grow with a brand and be a part of our mission to raise consciousness and shift the energy on the planet. You feel “the call” and know you will be serving a very important role in expanding the core mission of The Soul Frequency.

This is a contract position for 10 to 15 hours per week. (Hours may grow up to 20 hours per week during launches).

Responsibilities (tasks associated with the role)

- Manage all aspects of each launch
- Hire and onboard new team members
- Manage team members day-to-day responsibilities
- Brainstorm new marketing strategies (including social media and launches)
- Protect and nurture the company culture with all team members

Requirements (expected proficiencies to excel in this role)

This position is for a person who has/is:

- Great energy and meshes well with high-frequency people
- A can-do attitude
- Strong communication skills
- Natural people skills
- High emotional intelligence
- Heart-centered
- Managed multiple launches
- A “doer” as well as a manager
- Effective and efficient at using their time
- Excellent follow-through and sees each project detail completed
- Excited to brainstorm and collaborate on strategy & ideas
- Comfortable moving quickly
- Growth orientated
- Deeply satisfied when they are part of great things

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Additional Requirements

- Available for a team meeting on Mondays at 11am PST
- Available to do the bulk of your work between 10am and 5pm PST
- Willing to receive communication on voxer between 9:30am and 8:00pm PST
- Reliable internet connection
- Distraction-free work environment

This position is NOT for someone who:

- Is uncomfortable taking the initiative
- Needs a lot of hand holding or asks a lot of questions
- Dislikes learning new things
- Has zero experience managing launches
- Isn't willing to step in and do tasks if needed
- Is looking for a short-term position

Software Utilized by Company

ActiveCampaign, Leadpages, Typeform, Drift, Samcart, Voxer, Slack, Thinkific, WordPress

Current Team Members

General VA, Podcast Manager

About the Company

Shanna Lee is the Founder of The Soul Frequency. She is an intuitive healer, celebrity manifestation coach, and an expert in leading purpose-driven individuals in the rediscovery and development of their core soul mission. Shanna is leading the conversation about the possibilities and the practices for raising one's frequency and creating a life founded on truth and alignment.

She authored the #1 Best Selling Book *The Soul Frequency: Your Healthy, Awakened and Authentic Life*, is the host of The Soul Frequency Show podcast, and is a speaker and consultant to executives of Fortune 500 companies, celebrities, influencers, and fashion industry experts. Shanna has been featured on NBC, CBS, Yahoo News, Thrive Global, Vice Magazine, and Mantra Magazine.

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Learn more about the company [HERE](#).

The cultural pillars include:

Everyone deserves to be free, to feel liberated from their conditioning, to know who they truly are despite all the things that have happened to them to connect to their deeper purpose and feel the joy of aligning with that purpose.

That's why it is The Soul Frequency mission to help people unlearn their conditioning, break the cycles of generational trauma, and liberate their authentic selves.

- We believe in leading with your heart and soul
- We stand for sharing the truth with love
- We embrace infinite possibility and personal expansion
- We are soul sisters on a divine mission to transform the world

To apply, please fill out an application at: <https://hiring.integrateup.co/>

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