

Admin/Virtual Assistant Job Description, Power Plays Newsletter

Role: Independent Contractor Position - Admin VA

Time Commitment: 5 hours per week, minimum

Location: The business is located in the Eastern time zone.

Deadline to Apply: February, 26th 2023

Lindsay Gibbs is the Founder and Author of [Power Plays](#), a no BS newsletter about sexism in sports, which focuses primarily on systemic issues that contribute to the marginalization of women's sports.

General Admin VA Details:

- 5 hours per week, with the possibility of more hours in the near future.
- \$20-\$25 USD per hour
- Ability to follow through on various weekly tasks such as:
 - Email organization and responses
 - Creation of basic graphics in Canva
 - Social Media Distribution
 - Slack organization and improvements
 - Help to coordinate virtual book club events
 - Research for various articles
 - Transcribing articles/interviews

You are perfect for this role if you:

- Have an interest in women's sports, social justice, and/or journalism.
- Feels comfortable working in a space where progressive topics are discussed
- Even though the role is just 5 hours a week, you understand deadlines are important

If interested in applying for this position, please fill out [this form](#) and we'll be in touch soon!