



POSITION: Executive Virtual Assistant

COMPANY: The Full Prism Group

REPORTING TO: Leslie Keough - Co-Founder

STATUS: Independent Contractor, 10 hours/per week expected with potential to increase

COMPENSATION: Competitive based on experience

LOCATION: This position is fully remote and you must work some hours in NST

START DATE: Approximately July 8th, 2024

APPLICATIONS ACCEPTED THROUGH: Tuesday, July 2nd 2024

ABOUT THE VIRTUAL ASSISTANT ROLE

The Full Prism Group is seeking a rockstar virtual assistant to support the internal operations of our business. This Virtual Assistant will be an integral part of our team. As a result, we are seeking someone who is personable, a self-starter, accountable, and an excellent communicator. This is a fully remote, independent contractor position. If you are looking to be part of a growing team and business, like to check tasks off your to-do list, and enjoy collaborating with a team, then we invite you to apply!

The Full Prism Group supports busy entrepreneurs by helping them to systemize and streamline the back end of their business. This is done through the implementation of systems like project management software, CRM's and other tools. We also assist with things like grant applications, supporting our clients in hiring as well as bookkeeping and accounting functions. While The Full Prism Group will be the primary business she also has various involvement in projects in the community as well as other businesses that she is involved with.

YOU'RE PERFECT FOR THE FULL PRISM GROUP IF...

- You are a pro at getting your to-do list done and are accountable for your work.
- You love to organize and find new ways to be efficient.
- You stay ahead of your workload, complete tasks on time, and ensure no loop is left unclosed.
- You are a self-starter and take the initiative to solve problems. You are not afraid to ask for help or support if needed.
- You are personable and enjoy building relationships with others. You believe in putting the person first.
- You are willing to learn and adapt to new situations and systems.
- You have a general understanding of different tech systems, such as CRMs and project management tools.
- You have some experience with ClickUp, Moxie, Canva, and social media platforms.
- You are a positive individual who enjoys being part of a team. You consistently look for ways to contribute and share value with others.
- You are a strong and reliable independent worker who takes responsibility for your work.
- You are honest and transparent. You value communication in the working relationship.
- You have excellent communication skills - both verbal and written.
- **Understanding of working with someone with ADHD and will help support to focus on priority tasks while also not being afraid to follow up to keep things moving forward**

RESPONSIBILITIES

EMAIL AND CALENDAR MANAGEMENT

- Create an email management system to help organize the co-founders' inbox
 - Labeling system, folders, etc.
- Manage our co-founders' inboxes and respond to emails on behalf of the co-founders
- Manage co-founders' calendars and ensure the co-founders are not overbooked
- Reschedule/schedule meetings on behalf of the co-founders
- Update The Full Prism Groups event calendar as needed
 - Add upcoming events, block off holidays, etc.
- Create SOPs for new procedures that have been established

GENERAL ADMINISTRATION

- Prepare co-founders for upcoming tasks and events at the beginning of the week
- Assist in documenting and updating SOPs
- Assist with onboarding new clients
- Assist in booking travel for our co-founders
- Help create, update, and publish blog posts to the website
- Assist in managing client projects and communicating with clients as needed
- Prepare proposals and quotes for potential clients and follow up as needed
- Oversee task management, prioritizing and delegating tasks as needed
- Additional admin tasks as agreed upon by the VA and co-founders

TOOLS WE USE (willing to train unless otherwise specified)

- LinkedIn
- Sales Navigator (in LinkedIn)
- Moxie
- ClickUp
- ChatGPT
- Zoom
- Slack
- Google Suite
- Fathom
- Loom
- Tango
- Canva
- Zapier

ABOUT THE FULL PRISM GROUP

Founded by our CEOs Leslie and Brent, The Full Prism Group's mission is to help service-based business owners restore their passion and enjoy the freedom they deserve by creating an environment where they can thrive. We do this in two ways. The first is in lead generation, crafting custom messaging that is targeted to their specific audience and customized to their brand. The second is system setups. We focus on streamlining processes, setting up SOPs, and implementing the right systems and tools to support our client's vision and company growth. We believe in being real with people and holding ourselves accountable for delivering on our promises. Our services are designed to simplify and streamline our client's business, promote work/life balance, and give them the freedom to focus on what they love. We don't want our clients' business to feel like a prison, and that's why we treat their business like it's our business.

The Full Prism Group's Company Values:

- **Family First:** We believe in building a strong sense of community with our clients, partners, and team. When you partner with The Full Prism Group, you become part of our family.
- **Passion:** We are passionate about helping you achieve your goals. Your success is our success, and we will do everything in our power to help you reach your full potential.
- **Authenticity:** We believe in being genuine and transparent. Our services are tailored to your unique needs, and we will never use cookie-cutter approaches. We value the real you.
- **Empowerment:** We want to help you break free from the limitations that are holding you back. We believe that by working together, we can help you achieve your dreams and reach new heights.
- **Creativity:** We encourage you to let your ideas shine. We want to help you harness your creativity and bring your ideas to life. We are here to support you on your journey to success.
- **Accountability:** We take our commitments seriously. We believe in doing what we say we will do and holding ourselves accountable for our actions.
- **Transparency:** We believe in being open and honest with our clients, partners, and team. We strive to create an environment of trust, where communication flows freely.
- **Problem-solving:** We believe in finding solutions to challenges. We encourage our team and clients to be proactive problem-solvers and to ask for help when needed.
- **Independent thinking:** We value independent thinking and encourage our team and clients to think creatively and outside the box.
- **Consistent communication:** We believe in keeping everyone in the loop. We strive to provide timely updates and follow up on all commitments.
- **Trust:** We understand the importance of trust in all relationships. We believe in earning your trust by doing what we do best and delivering on our promises.
- **Kindness:** We believe in treating others with respect, empathy, and kindness. We strive to create a welcoming and inclusive environment for everyone we work with.

Company Website: <https://thefullprismgroup.com/>

LinkedIn: <https://ca.linkedin.com/company/the-full-prism-group>

[APPLY HERE](#) prior to Tuesday, July 2nd. You will be informed by Thursday, July 4th if you have moved forward in the application process.