



## Virtual Assistant

### Job Description

#### **Company Information:**

Social Practice is a boutique social agency that helps locally owned businesses get more exposure through social media marketing. Our clients include local practices (such as plastic surgeons, dermatologists, dentists, gynecologists, etc...), real estate, attorneys, home services, retail and more. To read more about the culture at Social Practice, click [here](#).

#### **Role Description:**

The virtual assistant supports our team with client tasks, marketing, and sales activities. We provide virtual training opportunities on tasks mentioned below both on our virtual conference call software and Soapbox videos that can be logged at your hourly rate. Job duties include, but are not limited to:

| CLIENT SUPPORT: | 80% or more of the workload

1. Client onboarding tasks
2. Monthly reports for clients
3. Creation of monthly social content topic calendars + maintenance of updates as changes/assets are received
4. Audit external engagement strategies
5. Creation of engagement strategy documents
6. Attend internal brainstorming meetings and contribute creative content ideas
7. Create Canva based graphics and videos for clients as needed
8. Upload scheduled Instagram stories as needed

| ADMINISTRATIVE: | 10% or less of the workload

1. Booking conference rooms
2. Coordinating gifts for birthday and anniversaries
3. Booking meetings
4. Google Drive Organization
5. Training our interns on tasks

| SALES/MARKETING: | 10% or less of the workload



1. Prospecting spreadsheets
2. Graphic design for marketing PDFs
3. Prospecting Instagram messages

### **Role Qualifications:**

We are looking for a driven, self motivated individual who is capable of managing multiple tasks and projects each week. The virtual assistant should have the following:

- Preferred degree in marketing, communications, or related field
- Experience working with Google Drive or the ability to learn quickly
- Experience using a project management software such as Monday.com
- Experience using a design program such as Canva
- A strong passion for social media marketing
- Ability to collect, track and analyze data
- Remote working capabilities with great time management skills
- Excellent written and verbal communication skills
- Adaptability and strong problem-solving skills
- Excellent active listening skills
- A sharp eye for detail
- The ability to meet deadlines
- Ability to build rapport and collaborate with others internally and externally
- Understanding of consumer behaviors and industry trends

### **Compensation Details:**

This is a contract position that is paid at \$16-\$20 per hour based on experience. We expect to provide 10-20 hours of work per week. This job is fully remote.

### **How to apply:**

Please email Mary Robb at [mary@social-practicetx.com](mailto:mary@social-practicetx.com) your resume, 3 references, and any links to social (Instagram + LinkedIn). Include your experience with task management and/or why you're passionate about social media marketing.