

THE  
**CONNECTION**  
SHOP  
marketing co.

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### **Freelance/Contract Executive Assistant and Project Coordinator**

The Connection Shop, a Kansas City-based marketing company, is expanding its team of trusted freelance and contract team members. This is a flexible, remote contract role (average of 12 - 20 hours per week). This energetic, positive executive assistant will be responsible for administrative support and project coordination, from basic calendar tasks to account leadership.

#### **A note from the company's CEO and Director of Brand Strategy:**

Hey there! I'm Sarah, and I'm growing my amazing team. Picture one part Leslie Knope and one part Peggy Olson, and that's me. I began this as a one-woman freelance show, and I still pinch myself when I think of how far we have come. Celebrating our 11th anniversary in 2022, we're a six-figure company specializing in marketing strategy, copywriting and content, design, branding, web and marketing execution. Our diverse clients range from transportation logistics to education, nonprofits to B2B software, banks to mental healthcare, the list goes on.

Love flexibility and being your own boss, but eager to be part of a joyful team? In this role, you'll report to both our Operations Manager and me, working collaboratively with our Strategic Communications Coordinator and team of contract creatives. If you can keep this busy team organized, simplify life and grow the business, it's a win!

#### **The ideal candidate:**

- Loves those they serve
- Brings an optimistic, cheerful, kind attitude each day (Debbie Downers need not apply)
- Is discerning, conscientious and trustworthy in representing The Connection Shop brand
- Requires no micro-managing, takes initiative and thrives as a plug-and-play professional
- Has an innate knack for organization, systems, processes and efficiency
- Doesn't mind less-than-glamorous assignments and won't flinch at routine tasks
- Loves to learn, enjoys research and willingly Googles to find solutions
- Likes to be coached and receive feedback
- Thrives in a wide variety of responsibilities, and confidently pivots among different tasks
- Enjoys frequent Zoom and phone meetings
- Is based in the Central Time Zone or available for work and meetings during Central Time business hours (however, many assignments can be completed when it works for you)

#### **Potential work and assignments may include:**

- Email inbox management and email communication

- Project management, including deadline tracking and progress management
- Light marketing support: proofreading, social media and minor graphic design
- Client stewardship, prospect stewardship and business development
- Meeting preparation and post-meeting debrief, including agenda creation and report writing
- Document management, including formatting, setup, collation, etc.
- Contractor communication and project management
- Professional and personal calendar management and appointment setting
- Editorial calendar setup and marketing calendar support
- Client correspondence, including weekly update/project briefing assembly
- Other duties as assigned (because you'll find opportunities to help the business grow!)

### **Requirements:**

- Demonstrated track record in marketing assistance, administration or coordination, or a background that has prepared you for this role
- Experience in project management, working with multiple team members and contractors
- In-depth expertise in:
  - Microsoft Office, especially Word, Excel and PowerPoint
  - Google suite, including Gmail, Docs, Sheets, Drive and Google Calendar
  - Project management platforms, like ClickUp, Asana, AirTable or Basecamp
- Professional verbal and written communication skills, including strong grammar
- Superior attention to detail!
- Desire to be part of a team: While not a traditional retainer or employee, we're looking for a professional committed to long-term freelance/contract work, not project-based

### **The following skills are a plus:**

- Experience in social media execution management, including scheduling platforms
- Graphic design (Including Canva . . . Bonus points for Adobe Suite!)
- Business development and relationship-driven sales competence
- Wordpress and web infrastructure abilities
- Email marketing abilities and experience with tools like MailChimp, Flodesk, Substack, etc.
- Editing, writing and content background, including proofreading and copy editing

Compensation will be hourly, and payment will be made on a monthly basis via digital invoicing (Square platform preferred). Compensation is commensurate with experience. Starting rate ranges from \$18 to \$23, with much opportunity for promotion and growth. As our team helps grow this company, the rewards are always shared.

Please apply by email to [sarah@connectionshop.com](mailto:sarah@connectionshop.com) with the subject line "Executive Assistant & Project Coordinator Application - Fall 2022." Applications are due Monday, October 10, at 5:00 pm central. Attach your cover letter and resume as PDFs. In your cover letter, please share an experience that illustrates your organizational and project management abilities. Final candidates will be asked to participate in a videoconference interview and provide two references.