

Wednesday, May 12, 2021

Virtual Assistant and Social Media Manager Needed

Company: Dance Boss LLC

Location: NJ

Compensation: Retainer

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Dance Boss LLC is Hiring!!!

Dance Boss LLC was founded by Erin Pride, online business coach for dance professionals and host of the dance boss podcast.

We are looking to add to our team, those who possess our company core values listed below

1. Quality Education
2. Commitment to Excellence/ White Glove Service
3. We will figure it out
4. No Stone Unturned
5. Innovative

We hire energy, personality fit, over skills. We can train skills, but can not train a personality to fit our culture. Please only apply only if you truly believe you possess the above values, and are dedicated to growing with a company. We are looking for someone who is interested in a long term position no less than 2 years.

Please see the 2 positions we are hiring for listed below.

IMMEDIATE HIRE

VIRTUAL ASSISTANT

Contractor Position

Retainer Pay

Estimated Start - 10 hours a Week

Position Overview

Inbox Maintenance

Website Maintenance

Calendar Manager

Data Collection - Includes, but not limited to surveys, positive feedback, FAQ

Organization Coordinator - includes, but not limited to canva, google drive, kajabi

Editing - includes, but not limited to testimonials, training videos

Graphics - Includes, but not limited to presentations workbooks

SOCIAL MEDIA MANAGER

Contractor Position

Retainer Pay

Estimated Start - 10 hours a Week

Position Overview

Instagram - Engagement, Lead Tracking, Hashtag Creation, Data Tracking, Graphic Creation, Posting

Post Repurposing on - Facebook, LinkedIn

HOW TO APPLY

1. Send a 2 minute max video telling us

Name

Location

Position Applying For

Why Dance Boss LLC

How you embody our core values listed above as it relates to

Your life

The job you are applying for

2. Simplified Resume

Last 2 Jobs

What you did at those jobs

Skills as it relates to the skills listed above

3. Enneagram Test Results

take free enneagram test - <https://www.truity.com/test/enneagram-personality-test-social>

*All listed above should be included in one email, sent to support@erinpride.com, subject: Dance Boss (Position You are Applying For)

Please no DM's or emails about the positions

Submission Deadline: Friday, May 28th, 2021

Dance Boss LLC
NJ
erinpride.com

For more information:
Erin Pride
support@erinpride.com

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