

Assistant Match has a client based out of **Ashburn VA** who needs **onsite assistance**. Please reply directly to marta@assistantmatch.com with your interest in the position and a rate range for hourly pay. Please send some details as to why you are qualified and include your resume as an attachment. Position will start interviewing immediately. Please be located within a commuting distance to Ashburn VA.

Sales & Marketing Assistant for Onsite Assistance in Ashburn, VA.

Responsible for providing administrative, office management, and operations support as needed.

Responsible for creating and running marketing & outreach campaigns to secure speaking engagements and client engagements. The initial priorities (to be addressed one at a time, in this order) are:

- Promoting Built to SCALE presentations through professional services firms (accounting firms, law firms, banks, insurance agencies) that serve CEOs. You will receive the required collateral, and a script.
- Securing speaking engagements for client at local associations and organizations. Specific strategy to be created. You will receive marketing collateral, and a script.
- Securing guest spots on leadership podcasts. You will receive marketing collateral and a script.
- Assistance in building up Linked In presence/connecting with CEO communities.
- Marketing a new service launch – the creation of CEO, peer-to-peer roundtables.
- Specific strategy to be created.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Support

Provides administrative support, including but not limited to:

- organization of home office
- filing of personal bills & financial records

Marketing: Built to SCALE Advisory Board Engagements

- Creates outreach plan to contact local/regional professional services firms and CEO organizations to offer an educational program about building advisory boards.
- Once programs are secured, administers survey to all attendees to collect information on where they are in the advisory board process.
- Work with current team on social media outreach and on website updates.
- Serves as point of contact with the host firm to arrange book signing, etc.

Securing Speaking Engagements and Podcast Guest Spots (2nd quarter).

- Creates outreach plan to contact local associations to promote client for paid speaking events.
- Once engagements are secured, work with team on social media outreach and
- Serves as point of contact with association to finalize admin details, arrange book signing, etc.

Creating CEO roundtables (2nd quarter).

- Creates outreach plan to CEOs for selected niche market.
- Assist in helping to vet and interview applicants for the program.

- Assist in securing space to host the meetings.
- Assist with my scheduling and time management (managing client's calendar)
- Assist with all administrative functions to prepare for and run meetings.
- Additional needs TBD

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- **Strong organizational skills.**
- Strong dependability and reliability.
- Ability to prioritize multiple tasks, meet short deadlines, and take direction.
- Ability to perform assigned duties with minimum supervision.
- Ability to identify problems and implement or recommend solutions, take responsibility, and use good judgment within scope of authority.
- Strong work ethic

WORK ENVIRONMENT:

- Work will be performed on-site at Clients home in Brambleton, VA or at consultant's home.

NETWORKING/EDUCATIONAL OPPORTUNITIES

- Attendance at networking and educational events is always welcomed and encouraged.