



Virtual Assistant & Social Media Implementer

Reports to: Deanne Brunelle for Isabelle Mercier-Turcotte/Margarita Romano

20-25 Hours per week to start with full-time opportunity.

Summary of Position:

The Virtual Assistant & Social Media Implementer is the first line of contact for LeapZone Strategies. This role functions as the gatekeeper. A general overview of the position includes ensuring the executives' calendars are proactively maintained so that all information regarding appointments and obligations is 100% accurate. All travel and personal appearances are set up and relevant information communicated to the team as necessary. Social Media strategy is executed on various platforms in our brand's voice and look & feel.

The position is also the main point of contact for clients and prospects, and therefore, the need to be really sharp, an excellent rapport-builder, savvy thinker and naturally confident is essential. A holder of first impressions!

Specific Duties:

- Handle incoming calls and emails.
- Manage Calendars with eagle eye detail.
- Proactively book, manage and confirm appointments weekly to ensure information is accurate, phone #s, addresses, and directions are complete.
- Coordinate meetings with executives and team members.
- Travel Management: Booking of flights, accommodations, vehicles, etc.
- Execute social media strategy – post-on-brand content across our SM platforms (Facebook, Instagram, LinkedIn & Pinterest. Minimal YouTube). Share upcoming events, interviews, JV's, etc..
- Monitor private groups on Facebook.
- Data entry and Hard Bounce monitoring of prospects and clients.
- Follow-up on missed payments and credit card expiration.
- Preparation and proofreading of marketing material and proposals.
- On-boarding of new clients in-line with approved proposals.
- Act as a liaison between executives and other team members.
- Event and JV coordination as well as help deploying promotional content for retreats/events.
- Copywriting for email blasts (as needed) & updating nurture campaigns.
- (FUTURE) Support of Online Programs: intake processing, welcome calls, customer support, and Q&A call support.

Work Requirements:

- Ability to regularly check voicemails/emails/voxes/social media daily.
- Commitment to Weekly Team Pow-Wow meeting (to be scheduled).
- Available for a daily check-in with the team, as needed, to discuss upcoming priorities, calendar, travel, and prospect/client needs.
- Must have own powerful computer, phone, and strong internet access.
- Knowledge of Infusionsoft (now Keap) is an asset.
- Must have Microsoft Office, Adobe Suite, Dropbox & Voxer (free voxer version is fine).



Ideal Person for this Position:

- Post-secondary education is a plus.
- You must be a POSITIVE GO-GETTER
- You must be TECHNICALLY SAVVY and have your own up-to-date computer (no dinosaurs).
- Able to pick up new things quickly; we use a lot of web-based services (including, but not limited to: Dropbox, Trello, Email, Google Calendar, Voxer, Infusionsoft, LeadPages)
- You must be DETAIL oriented and ORGANIZED
- You must be METHODICAL - if you don't like routine, and you don't like details, this is NOT the position for you.
- IMPECCABLE & WARM communication skills
- You are an EFFICIENT individual who makes projects happen behind the scenes with a fine eye for details (in short: you get shit done)
- You are a QUICK learner
- You must be COACHABLE. If you think you're ALREADY a superstar and don't know how to take constructive critique, this is NOT a position for you. So, if you're not open to GROWTH, DO NOT apply.
- You must have solid INTEGRITY
- You must take INITIATIVE
- You must be a CRITICAL THINKER, having awareness of the consequences of your actions or lack thereof, and the ability to think outside the box in order to make decisions.
- You are FLEXIBLE. Things can and do change — you gotta go with the flow and be ready to kick it into high gear when needed.
- You must be looking for a LONG-term commitment, working with and for me. If you are trying to fill your time in between gigs, or while building your own business, DO NOT apply!
- This is a FULL-time position, meaning you need to be available to work a minimum of 20 hours a week to start and will grow as your skills improve and we begin to trust your decision-making process. However, the hours are FLEXIBLE (and there is always room for growth within the company).
- You want a dedicated client - that's us ;-)
- No splitting time between several different clients.
- This is a monthly contract structure of 20-25 hours per week to start. There is great opportunity to grow this position to full-time should that work great for both sides ;-)

Education and Experience:

- Minimum 5 years of experience as an EA/VA and/or customer service provider.
- Proven ability to manage a busy executive.
- Experience with Social Media for business and/or marketing is an asset.
- Post-secondary education is a plus.



LEAPZONE Team Attributes:

- People that are self-motivating, self-starters, INITIATORS.
- Organized, organized, organized!
- Want to work.
- Enjoyable to work with.
- Reliable and accountable.
- Want to learn and evolve.
- Creative.
- Personable.
- Proactive.
- Confident.
- Comfortable communicators.
- Flexible.
- Want to have FUN and want to grow with us!!!

About LeapZone

At LeapZone, we're a phenomenal team and we make life better because we live and breathe what we teach AND because we wholeheartedly believe in:

Being 100% self-responsible

Which means that we fully own that we manifest the good, the bad and the ugly in our lives and that we have the power to change anything at any time.

Walking our talk

We are very accountable and always do what we say we'll do.

Being the best that we can be

We do everything to the best of our ability and thrive on always making things better while providing an outstanding experience for everyone.

Operating by design, not by default

Everything we do is by choice and it's a hell yes...or it's a no.

Doing everything with love or not at all – Need I say more?

Keeping it fun – Hey! If it's not fun...it's not worth doing.



----- **We're Wickedly Talented People And We Are No Afraid To Own It.** -----

We're hungry - We are relentless in the pursuit of knowledge, new insights, deeper inspiration, and are continuously hunting for cutting edge innovation.

We're gutsy - We are bold, daring, and fearless. We have the confidence to speak our minds (because we're allergic to bullshit) and we have the courage to take action. We believe that living and playing by our own rules gives us the edge that allows us to create better results for ourselves and for others.

We're ready - We love to go above and beyond. Generating momentum is our thing. We think creatively and work strategically which gives us the short-term fuel required to move forward at a faster pace, and the long-term vision needed to stay focused.

We're savvy - Our success is based on our impossibly high standards, and our passion to live our purpose and deliver our promise. We're beautifully intense about everything we do and are continually looking for ways to elevate our lives and the lives of others.

Learn more about us here >> https://www.leapzonestrategies.com/uploads/LeapZone_Brochure.pdf