



Connections 4 Success drives success with quality solutions!

## Connections 4 Success is HIRING!

Connections 4 Success is a fast-growing organizational development agency. We are dedicated to helping businesses, nonprofits, and the public sector find success with quality solutions! We achieve results by helping businesses to reach their goals with innovative and personable business strategies, business alignment, assessments, organizational trainings, professional development plans, skills training, and onboarding strategies.

As an office assistant, you will work directly with the President and Founder of Connections 4 Success on daily office management, company promotion, proposals, and direct clientele interfacing to help our agency grow. An ideal candidate is someone who walks into a room with high energy, determination to produce results, social, and highly organized. A perfect Connections 4 Success office manager is someone who is detail oriented, doesn't shy away from a challenge, internet/social media savvy, and innovative.

### Desired Professional Qualities:

**Experienced writer**—writing proposals, blog posts, online marketing campaigns, professional emails

**Results oriented**—dedicated to finishing a task and eager to continue working on new items

**Solution oriented**—when something isn't working you look for a way to make it

**Experience working with:** Google Docs, Google Forms, Canva, Email Marketing Platforms, CRM systems, Calendly Scheduling, Trello, and/or Wordpress is an extra bonus

### Our Office Assistant Position is right for you if:

- High energy
- Very organized
- Internet | Social Media savvy
- Understand website and email newsletter design
- Great with Customer Service
- Outgoing and enjoys interfacing with clients at workshops or trainings, scheduling meetings, follow-up calls
- Not afraid to learn new things
- Good at multi-tasking
- Understand big picture business planning
- Capable of handling large, complicated projects
- Open minded and creative
- Enjoy being the first to try new technology
- Motivated to find ways to do things better, faster and easier – a.k.a. help STREAMLINE and TEMPLATE
- Capable of solving problems on your own
- Enjoy working and thinking independently or as a part of a team
- Not opposed to tackling new business projects
- Enjoy laughing, doing great work, and making a difference

### Details:

This position pays **\$15/hour** and **requires 8 hours**, in person, per week. Additional hours may be available in the future. I am fine with flexible hours. The position requires you spend 8 hours per week in my office, fully focused on our massive to-do list. Virtual work is available, once we have gained a working rhythm.

To begin the application process click [here](#), and if you are serious about applying send a **3-minute Introduction/Resume video** to me, Vanessa Dodds - Connections 4 Success's president, at [vanessa@connections4success.net](mailto:vanessa@connections4success.net).