

Title: Executive Assistant

Company: SHiNE Dance Fitness

Location: Remote (preferred candidates reside in the Boise area)

Hours: 30 hours per week (flexible)

Pay: \$24-\$35 per hour (negotiable based on experience, available as a contractor or employee)

Application Period: September 25, 2024 – October 25, 2024

ABOUT US

SHiNE Dance Fitness is a thriving international company based in the United States, proudly celebrating nearly 10 years of empowering individuals through dance and fitness. Our passion extends beyond offering a mere workout; we provide a supportive community that encourages individuals to live wholeheartedly. To learn more about us, we invite you to explore our social channels and visit our website at shinedancefitness.com.

JOB DESCRIPTION

We are in search of a **proactive and organized Executive Assistant** with 2-3 years of experience and a proven track record in managing email and calendar tasks, project coordination, and social media marketing. Your role will be pivotal in streamlining our operations and enhancing efficiency, making you an integral part of our team's success. We seek someone committed to a long-term relationship with our company and passionate about positively impacting lives through fitness while making a lasting mark on the industry.

REQUIRED SKILLS

1. Digital Organization:

- Detail-oriented with a focus on accuracy in tasks like email management, data entry, social media posting, and file organization.
- Proficient in file management systems (e.g., Dropbox), design tools (e.g., Canva), and basic data tracking (e.g., Google Sheets, Excel).
- Experience with project management software (e.g., Asana, Trello) and communication tools (e.g., Slack, Zoom).

2. Email Management and Marketing:

- Manage and respond to emails promptly and professionally, ensuring clear communication.
- Proficient in email marketing platforms (e.g., Mailchimp) and managing email campaigns and newsletters.
- Excellent writing skills for crafting professional, engaging emails and newsletters.

3. Project & Task Management:

- Exceptional organizational skills to manage multiple tasks and deadlines efficiently.

- Experience in coordinating with team members and external partners while proactively identifying ways to improve processes.
- Eagerness to learn new tools and systems that can enhance team efficiency and customer experience.

DESIRED SKILLS

1. Social Media Expertise:

- Active engagement with social media platforms (e.g., Instagram, Facebook) and familiarity with scheduling tools (e.g., Hootsuite, Buffer).
- Knowledge of LinkedIn for professional networking.

2. Typing Skills:

- Fast and accurate typing skills to enhance productivity.

3. Public Relations:

- Understanding of crafting press releases or engaging in public relations to promote company initiatives.