Job Ad Title: Possibly The Coolest Part Time Project Manager/Right-Hand-Person Job Ever

How 'bout we skip right ahead to the center of the tootsie-pop? My small business is completely virtual. Which means you get to work from home, with no pants on (but if you’re the right fit for us, you've been living that online biz life for a while now, and know all about the benefits of working from home!)

I’m definitely biased — but I'm pretty sure we are one of the sweetest jobs out there. And I really believe that this work is changing the world here at Uncaged (you will see what I mean when you check out the [website]). Honestly, the job is not all roses and puppy dogs — there is some good news and there is some bad news...

Let's get the bad news out of the way first:

- The hours are weird. At first, we may have 15 hours a week, but some months during launches it might be more like 25, and then as you start to get more familiar with our business + seasonality, it might grow to 25/week consistently. So, if you're looking for something full-time to start, or want to squeeze out more work next to your other 5 clients, then this is no longer the “coolest” part time PM job ever, it just became the “suckiest” and probably isn't a good fit. I'm looking for someone who can join the team with these part-time hours, but feel like this is their full-time home.
- Review point 1.

Now let's talk about the good stuff:

1. Our office is virtual...which means you can wear yoga pants, or pajamas, or a costume. Really the idea is that you can wear whatever you want. Just think of the amazing money you’ll be saving on ‘work clothes’ and the time in the morning that you won't have to spend clogging your pores with makeup. You're probably already used to this as someone who’s been around the block in the online world, but it's still worth mentioning a plus!
2. The work is fun, fresh and dynamic. You will be working directly for our founder, and helping me with a mix of initiatives, projects and support. I love ideas but I suck at mapping out a plan and making them happen -- that's where you come in! In my dream world I have an outcome in mind, and you use your magic to make it happen (without me micromanaging the whole thing, because that's super NOT fun for either of us).

3. I'm not big on stress. So, while I will expect you to work efficiently and get things done, I focus on open communication and getting things done right the first go around. I'm not big on double checking your work or having a bunch of back and forths just to get a task done - plus I am not an expert in most of the tasks you will be doing, which is why I need you to take charge and get 'er done the best way you know how!

4. The hours are super flexible. I will work with your schedule to get a routine that works for you. Two long days a week best for you, plus short check-ins each morning? No problem. Rather work mid-morning until mid-afternoon? Cool, we can do that too. But our preferred is that you're within 3+/- hours of Eastern Time zone so that you're not sending me Slack messages in the middle of the night...

5. You will experience things, do things, and make decisions on things that no typical VA or OBM job would ever allow you to do. You will be able to dictate the work that you do and help guide the direction of the strategy of the business.

6. You'll have a ton autonomy + the opportunity to bring your ideas to the table and boss me around when you need me to get things done. Seriously -- I want you to take charge!

7. You don't have to run your own business! Maybe you've been around that block, and it wasn't for you. Now you can have all the benefits of supporting people to create their dream businesses that provide freedom, without all the headaches + expenses of actually building your own empire. It's like the best of both worlds! You don't want the pressures of marketing + growing your own business (way too hard), but you do enjoy being the right hand person to someone else who is doing it.

Now, let's talk about the job requirements:

1. You need to be the type of person who gets joy out of getting things done. Every day, you will bang out a list of stuff. Fun stuff. Important stuff. Necessary stuff. You love lists, and managing projects, and checking things off diligently...and maybe you're even one of those people who writes things onto the list just so you can check it off. That's great, I love people like you!

2. You like being on the computer a lot, and have a solid understanding of online marketing + business strategy, social media, and other online biz based stuff - and you
totally geek out on all of it. If you think a funnel is for pouring liquids, this job probably isn't for you.

3. You'll be repurposing a lot of our content into social media posts + other resources. You need to be able to think strategically about the bigger picture + how each post fits in, as well as be a good writer + communicator (you don't need to be an expert copywriter, but I make enough of my own typos, so I expect decent writing and meticulous editing from you).

4. You will be emailing + messaging with customers + the team. So, you need to enjoy talking with people and giving/getting direction, and be able to do it with love + empathy...even if you're having a shit day.

5. You need to be a person who loves to deliver remarkable experiences to other people. You know are kinda anal about giving amazing customer experience and love making people feel heard, understood, and helped. You need to be someone who feels good by making other people feel good.

6. You need to nail down the details. You don't need to race through work and get things done half-assed (I've figured that one out myself). I need you have an eye for the bigger picture + how things fit together and be able to nail the details that match, and get them done right.

7. You need to be able to think strategically and bring ideas to the table of opportunities that I haven't yet seen or taken advantage of to drive the business forward. And then you need to be able to map out, and execute those ideas alongside the team. Think: new opt-ins, improving funnels, re-engagement campaigns, JVs - anything that you see we can be doing better that will help our biz grow, have at it!

8. You love to organize things that may feel currently chaotic (aka our google drive) and make them work way better than I ever could have myself. And you work well when given an outcome, a good spotify playlist, and uninterrupted space.

9. You are meticulous in your work. If you are shy or quiet (which actually sounds perfect for us) that is totally cool. I'm not necessarily looking for the life of the party...in fact, quite the opposite. I'm looking for a super smarty pants, who gets shit done. (Oh and I occasionally swear during zoom meetings...not much...but sometimes a joke is only funny with an F-bomb).

10. You love numbers + tracking things + need to know how things are working or performing in the business. You need to be excited (or at least not afraid) to dig into various analytics and throw them into a google spreadsheet. You don't need to have been a math major in college, but it should keep you up at night if we don't have a grasp on the metrics + how things are impacting the growth of the business.
11. **You're a bit of a ninja at managing a project**, understanding the details, moving things forward, executing tasks + delegating effectively along the way to bring our ideas to life. You never miss a beat when it comes to a to-do list.

In short, your job is to help us in any way you can drive our mission forward + continue to free us up from questions, decisions, and the things she doesn't need to be involved in. And to have fun at work (who wants a job that isn't fun?!?).

But what I don't expect is perfection for you to qualify for this job. Tools are teachable, but I do expect you have a solid understanding of the online business world and I want you to get excited about diving into strategy for someone else's business. I expect intelligence, energy, organization, resourcefulness and a get it done attitude.

To learn more about the company, check out [website](#)

**Some specific things you'll get to do:**

- Use a project management software (Asana) to keep projects + initiatives moving forward and on time.
- Making plans and delegating them effectively. You'll be responsible for making sure I'm on track too, so you must be comfortable taking charge + delegating up!
- Tracking metrics (how are our funnels working? Any leaks? What is Google Analytics saying?) + making data-driven recommendations + decisions on how to move the business forward.
- Respond to customers + potential customers and get their questions answered!
- Come up with creative ways to repurpose content to fit social media platforms + strategy
- Create ideas + plans for how to leverage what I have already created, more strategically throughout the year.
- Jump in where needed... you're a jack of all trades ;)

If this is a job that gets you so excited that you would even do it for free, I would totally accept that offer from you. But if you prefer compensation (I totally get it...I prefer getting paid as well) this is what I can offer:

- This is a part time job.
- The pay is $25 an hour and the hours will be 15-25 a week.
- This is a virtual role, so you can work from wherever is most comfortable -- but I'd prefer someone who is within 3 hours +/- of the Eastern Time zone.

In addition to being a detailed person, you must follow systems and processes. In fact, just to prove that you are detail oriented and can follow procedures, when you apply for this position in the subject line of the email you must include “I have found my type of peeps” in
the subject line. Yep, that’s our little trick to sort out the people who blanket send their resume to anyone and everyone, from the folks (that’s you) who are truly interested in this position.

I’m looking to bring our new team member on board as soon as possible, but I will spend the necessary time to find the best fit both in abilities and culturally. One thing that will give you a BIG leg up (but is optional) is to send a quick video in along with your resume. In your video tell me why you think you’re perfect for this job and why you will rock this position. This is purely for me to get a sense of your personality. And if you decide not to send a video (that’s ok), please tell me why you chose not to send in a video.

I can’t wait to meet you!