



Job Title: Virtual Assistant for Business Executive and Entrepreneur

Location: Remote (Worldwide)

Type: Part-Time (15 hours/week), February 2025 – June 2025 (Contract and hours will be renegotiated July 1)

Compensation: \$30/hour

About Us: As an LGBTQ+ and Lived Disability owned company, we strive to foster inclusivity and diversity in everything we do. Our mission is to provide impactful counseling, coaching, and education services that drive personal and professional growth while promoting a culture of understanding and support

Key Responsibilities:

Credentialing and Licensure Management:

- **Organizational System Creation and Management:** Develop and maintain an effective system to track, manage, and store all credentials and licenses for practice across various states and jurisdictions.
- **Renewals and Updates:** Stay on top of credential renewals, ensuring all licenses and certifications remain current.
- **Legal and Compliance Updates:** Monitor and stay updated on changes in laws and regulations that impact licensure in the states where practice credentials are secured.
- **Assisting in Expansion:** Assist in the planning and execution of new credentialing applications to support business growth into additional jurisdictions.
- **Registered Agent Management:** Ensure registered agents and business registrations are up to date and compliant with local jurisdictions.

Practice Management Support:

- **Therapist Onboarding:** Assist in the process of bringing on new therapists across multiple jurisdictions, ensuring compliance with local regulations.
- **BAA Contracts:** Ensure all Business Associate Agreements (BAA) contracts are in place and updated for all software products used in the practice.

Project and Writing Management:

- **Project Writing:** Provide support in writing and managing projects, including collaborating on deadlines, milestones, and submissions.



- **Accountability Partner:** Act as an accountability partner for writing projects, ensuring adherence to timelines and successful completion.
- **Prioritization Support:** Assist in prioritizing responses to news and media inquiries related to your area of expertise.
- **Editing and Proofreading:** If willing, assist as the first reader and editor for written content and proposals.

Public Speaking and Event Management:

- **Calendar and Schedule Management:** Manage and maintain an organized calendar for upcoming presentations, talks, and events.
- **Logistics and Travel Planning:** Coordinate travel and logistical details for both in-person and virtual presentations.
- **Catalog of Talks:** Maintain a detailed catalog of completed talks, workshops, and presentations.
- **Research and Proposal Assistance:** Conduct research and assist in the preparation of proposals for future speaking opportunities.
- **Marketing Support:** Assist in the marketing of upcoming talks, workshops, and events, including promotion on various platforms.

Social Media and Marketing:

- **Social Media Management:** Assist with the creation and management of social media content to promote the business and your work.
- **Content Strategy:** Provide recommendations on how best to utilize social media platforms to boost visibility and engagement.
- **Content Creation and Posting:** Assist with crafting posts and scheduling them across different platforms to maximize reach.

Podcast and Media Engagement:

- **Podcast Interview Management:** Assist with scheduling and managing podcast interviews, including coordination with hosts and guests.
- **Podcast Promotion:** Help promote podcasts on new platforms and track performance metrics to expand reach.

Desired Qualifications:

- Proven experience as a Virtual Assistant or in a similar administrative or project management role.
- Exceptional organizational skills and attention to detail.



- Strong understanding of the business, healthcare, or professional services industry (if applicable).
- Knowledge of the credentialing and licensure processes across multiple states (preferred).
- Familiarity with legal and compliance processes, particularly related to healthcare or professional services.
- Strong communication skills, both written and verbal.
- Proficient in project management software and tools (e.g., Asana, Trello, or similar).
- Excellent social media skills and experience managing professional social media accounts.
- Experience with podcast management and promotion is a plus.
- Ability to work independently, manage time effectively, and prioritize tasks in a fast-paced environment.
- Tech-savvy, with proficiency in Google Workspace, Microsoft Office, and other relevant platforms.

Personal Attributes:

- Highly organized, with the ability to manage multiple projects simultaneously.
- Proactive and self-motivated, able to work with minimal supervision.
- Strong problem-solving skills and a creative approach to tasks.
- Discretion and respect for confidentiality.
- A passion for learning and helping a growing business thrive.

How to Apply:

If you're interested in this exciting opportunity and believe you have the skills and drive to support our business, please send your resume, a cover letter detailing your experience, and any relevant portfolio work to Jack Register, jack@jack-register.com. In your cover letter, please describe why you would be an excellent fit for this position and how you can contribute to the growth and success of our business. You may submit a video cover letter with your resume. Videos may be no longer than four minutes.

We look forward to hearing from you!