Virtual Assistant

Location: Remote | **Contract Type:** 1099 Independent Contractor
Hours: 15-30 hours/month
Compensation: Depending on experience
Anticipated Start Date: Tuesday, September 2, 2025

About The Empire Effect Agency

The Empire Effect Agency (TEEA) is a premium executive assistance and business operations firm that supports faith-based women service providers and nonprofit founders in mastering their time, increasing their revenue, and amplifying their impact, without burning out.

Learn more about me at https://www.theempireeffectagency.com/aboutme

About the Role

TEEA is seeking a proactive and detail-oriented **Virtual Assistant** who thrives in a fast-paced and high-integrity environment. This role will directly support the CEO with day-to-day operations, project coordination, and task execution across client, content, and internal business functions. This is not just an inbox and calendar management role. This is for someone who loves (or is interested in) strategic thinking and systems, communicates with clarity, and values kingdom things.

Key Responsibilities

- **Administrative Support:** Manage inbox and calendar, send daily check-ins, track tasks, follow up with clients/contractors, and document meeting notes.

- **Content & Communication:** Schedule approved social posts (IG, LinkedIn, Threads), format and prep newsletters, blogs, and reports using tools like Wix and WordPress..
- **Project & Workflow Management:** Manage Trello and Asana boards, update SOPs, monitor deadlines, and prep EOW recaps and strategy documents.
- **Client Engagement:** Send surveys, prepare analytics and reports, assist with holiday gifting, and help coordinate contract renewals or planning sessions.
- **Pitching & Research:** Assist with outreach for PR/podcast opportunities and conference proposals, conduct light research, and draft email templates when needed.

Ideal Candidate Traits

- Highly responsive and proactive communicator
- Warm, professional, and organized (internally and externally)
- Experienced with:
    - Google Workspace
    - Asana and Trello
    - Slack, Dubsado, Wix
- Comfortable balancing behind-the-scenes execution and light client interaction
- Values stewardship, alignment, and discretion in all communication
- Thrives in a fast-moving, faith-centered, excellence-driven environment
- Must be willing to sign a NDA

How to Apply

Please complete the application linked below. Applicants with executive assistant or operations experience are strongly preferred. ***At this time, we are not accepting submissions from those with their own agency.***