

KRISSY LEONARD

eat well. make money. change the world.

POSITIVE, PROACTIVE, AND PURPOSE-DRIVEN ASSISTANT NEEDED

Do you have a passion for health and wellness? Are you tech and social media savvy, or willing to figure it out? Are you a stickler for details? Do you love working creatively? Do you take great satisfaction in going the extra mile for others and LOVE knowing that the work you do makes a difference? Are you willing to have a damn good time doing it?

If so, you might just be the perfect new addition to the team at Krissy Leonard Inc.

OUR MISSION

Krissy Leonard Inc exists to empower and inspire women daily to live a life in alignment with their higher purpose and the highest good.

We believe women get to have it all and be it all: a body they love, a calm, clear mind, a radiant heart, and a thriving business that allows them to travel the world, spend more time on what they love, and to lead from a place of feminine power and divine purpose.

We believe that when women are held to the highest vision they have for themselves and are given the tools and support to make it happen, magic happens. Grace guides. They become the change they want to see in the world.

We are here to activate the next generation of women leaders and change makers - to get more money and power into the hands of awakened women, and to change the world for the better, one empowered and awakened woman at a time.

In short, we help women become an unstoppable force for good, in their own lives and in the world.

We believe that when women break free from the struggle with their body and food, and do the work they were put on this planet to do (and get paid WELL to do it), it frees up their time and energy to make a meaningful impact.

We work with committed, creative, spiritual, awakened, powerhouse women ready to go next level AF – in their life and in their business – women who know deep down they are meant for more – who are ready to take massive action, make a shit ton of money, reclaim their energy, and develop the confidence and clarity necessary to be of high service while creating a lifestyle they love.

JOB DESCRIPTION: Client Care Coordinator / Assistant

The Client Care Coordinator/ Assistant Role at Krissy Leonard Inc. is meant for someone who loves taking an idea and running with it, who has an eye for detail and good branding, thrives off of making others feel loved, supported and

unstoppable, has a passion for online marketing, enjoys good food, and loves the idea of motivating and supporting others to make positive change.

RESPONSIBILITIES INCLUDE:

-Managing and providing excellent customer communication through email, social media, and maintaining our website at krissyleonard.com.

-Managing client on-boarding and off-boarding process including sending welcome gifts and materials and collecting feedback and testimonials as well as creating an incredible experience during the course of their program.

-Support/assistance in scheduling, and distributing blog posts, email newsletters, social media posts.

-Overseeing and growing authentic engagement on Facebook Groups, Instagram and Facebook.

-Event management for retreats, including helping with distribution of promotional materials and helping on the day of the event.

-Booking speaking engagements, webinars, podcast interviews and workshops for Krissy.

- Overseeing the launch, timelines and delivery of our online courses.

-Formatting, proofreading, and designing worksheets, e-books, and other print materials and content.

-Providing heart-felt and highly responsive and helpful customer service for all of our clients.

-Managing additional projects and tasks as they arise.

ADDITIONAL SKILLS DESIRED:

The following are not necessary for the right candidate willing to learn on the go, but candidates with one or many of the following will be given priority:

-Knowledge of WordPress, email management systems like aWeber or Mail Chimp, Wishlist Member, or working on other online program launches.

-Video or other media editing (knowledge of iMovie and YouTube is a plus).

-Graphic design (Photoshop and Illustrator ideal).

-Photography or food photography (knowledge of Lightroom a plus)

-Recipe testing and development

COMMITMENT:

10-20 hours per week (with some additional hours necessary during peak times of year).

Compensation negotiable for the right candidate.

Benefits also include being able to work from home or remotely, free admission to workshops, online training programs and events, personal coaching and mentorship if desired, and being able to create your own schedule.

HOW TO APPLY:

Send a cover letter (including why you are the best fit for this position and why it speaks to you) and resume to info@krissyleonard.com.

Visit www.krissyleonard.com/assistant for more information.