



## Executive Assistant & Social Media Manager

Authentic Leadership Coaching | Part-Time | Remote & In-Person (Spartanburg, SC)

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**About Authentic Leadership Coaching:** Founded by Rev. Christi O. Brown, ALC is dedicated to empowering individuals and organizations to thrive by guiding them to live, love, and lead authentically. With a rich background encompassing engineering, business consulting, leadership, and pastoral roles, Christi offers a unique and holistic approach to leadership development. She is an Associate Certified Coach with the International Coaching Federation and holds advanced degrees from Princeton Theological Seminary and Clemson University. Christi's passion lies in helping clients discover more efficient and effective ways of being, doing, and leading, ensuring they achieve meaningful and impactful growth in both their personal and professional lives.

**Position Summary:** Are you a highly organized, tech-savvy, and creative professional with a passion for leadership development? Authentic Leadership Coaching (ALC) is looking for an experienced **Executive Assistant & Social Media Manager** to help us empower leaders to thrive. This role is crucial to our mission, and we value professionalism, kindness, confidentiality, and a positive approach in everything we do.

**Location:** Primarily remote, with some in-person work in Spartanburg, SC (must be within driving distance).

**Hours:** 10+ hours per week, with growth potential for expanded responsibilities.

**Pay:** Starting at \$22/hour with potential for additional compensation. 1099 contract work.

### **Position Details:**

#### ***Executive Support:***

- Manage emails and respond on behalf of the founder.
- Handle scheduling, calendar management (Google Calendar & Calendly), and Zoom meetings.
- Organize and maintain documents in Google Drive.
- Assist with invoicing and financial management using SquareUp or QuickBooks.

#### ***Social Media & Content Management:***

- Create engaging social media graphics and videos using Canva.
- Write, caption, and schedule content for LinkedIn, Facebook, and Instagram using Meta Business Suite.
- Stay up-to-date with social media trends and implement best practices.
- Make website updates on Wix as needed.

#### ***Experience & Skills:***

- Prior experience as an Executive Assistant and/or Social Media Manager (preferred).
- Proficiency with Google Suite, Excel/Numbers, Canva, LinkedIn, Meta (Facebook & Instagram), Zoom, Wix, and financial platforms like QuickBooks or SquareUp.
- Strong written and verbal communication skills.
- Highly organized with attention to detail and ability to meet deadlines.
- Tech-savvy, resourceful, and quick to learn new tools and systems.



**Traits That Make You a Great Fit:**

- Professional, friendly, and positive demeanor.
- Discretion and confidentiality.
- Proactive and adaptable problem-solver.
- Passionate about leadership coaching and personal growth.
- Able to work independently with minimal supervision.

For those familiar with the **Enneagram**, an **Improver (1)** with strong **Helper (2)** and **Visionary (7)** traits would thrive in this role!

**Join Us in Making an Impact!**

If you're excited about supporting a mission-driven coaching business and growing in your career, we'd love to hear from you. Apply here - [bit.ly/ALCApplication](https://bit.ly/ALCApplication)

Learn more about Authentic Leadership Coaching at: [AuthenticLeadershipCoachingSC.com](https://AuthenticLeadershipCoachingSC.com)