

Personal Assistant for Franki Bagdade M.Ed. LLMSW owner of FAAB Consulting and Franki Bagdade Therapy

Job Tasks and Description:

- Schedule: **5 hours a week** minimum with the potential for more if desired, hours are flexible
- Location: **Hybrid Position (Metro Detroit) or Fully Remote**
- Start Date: As soon as possible

- **Responsibilities**
 - Meeting Scheduling
 - Maintaining/creating business organizational systems
 - Special projects- I love to utilize the strengths of my staff!
 - Content proofreading, editing
 - Inbox and voicemail support
 - Assistance in event planning
 - Business/personal errands
 - Personal errands on occasion
 - Assistance in local and virtual events

Qualifications and Essential Skills

- Organized (*Type A? Yes, please! This is not my strength so I'm looking for someone with different skills than I have!*)
- Excellent spelling, grammar, writing, and editing skills
- Comfortable with Microsoft Office/Google Applications, or tech savvy and willing to learn
- Professionalism- Able to communicate appropriately to a diverse clientele. Confidentiality is essential and Franki Bagdade Therapy and all of its employees and representatives are bound by HIPAA laws
- Effective at managing your own work time including long-term projects
- Someone who thrives when given space and autonomy to create their own schedule and manage themselves! I have no desire to micromanage.

Bonus skills

- Basic marketing and social media
- Website design
- Event planning

\$ 20 an hour for administrative/personal support

***Special project fees can be discussed**

Mentoring, training, and educational opportunities provided. This position has room for growth in all ways

To apply:

Please send me an email: franki@frankibagdade.com

Answer the following questions:

1. Why I would be foolish not to hire you and how this position was meant for you.
2. What is your favorite piece of content that I've created: blog, social media, my book, or a workshop of mine you attended... Why does this piece resonate with you?
3. What are some unique traits, skills, hobbies, or anything else that you'd like me to know about?
4. What are you best at in life?
5. What is your biggest struggle currently?
6. Who you are as a human, besides your professional life, what other identities fit you? Are you a parent? A gamer? A crafter?
7. If you have a resume ready to go, include it. If you don't please share any relevant job experience, training, or education in the email.

Have fun and don't worry about writing any sort of formal "cover letter." Do not call me Mrs or Maam, that makes me feel old:) Franki will be just fine!

Please take the time to look through my website, my media, my writing, and my social media, so that you know who I am and what my business is all about!

<https://www.frankibagdade.com>

<https://www.facebook.com/faabfranki>

<https://www.instagram.com/frankibagdade>

**Disability accommodations will be provided, though you are not required to disclose a disability when applying for a job. You may choose to so that we can have an open dialogue about what accommodations may be helpful. Remember, the law protects you from discrimination including hiring decisions based on a disability or accommodations requested. **