



## Seeking Exceptional Full-Time Administrative Assistant

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*"My name is Julie Kramer and I'm a shamanic practitioner and facilitator who has been practicing shamanism for 24 years. My wife and I toggle between Cortes Island and West Vancouver, and I'm currently seeking a highly organized and detail-oriented individual who lives in B.C. to join my team as a full-time contracted virtual Administrative Assistant.*

*My teaching platform includes a combination of stand-alone in-person and virtual workshops, as well as long-term blended learning programs that combine residential retreats (at retreat centers such as Hollyhock on Cortes Island) with virtual curricula. Please visit my website below to learn more about my offerings.*

*This dynamic role entails our working together very closely, so it's crucial that we have an excellent rapport. I am thus seeking a stable, efficient, trustworthy, and competent collaborator. I look forward to receiving your personalized letter of interest and résumé if you feel inspired to apply for this role."*

**[www.juliemkramer.com](http://www.juliemkramer.com)**

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### **Compensation Details**

- Remote contract employment
- 32 – 40 hours per week
- \$35.00 CAD per hour

### **What Your Role Will Entail**

- Managing Julie's internal email correspondence
- Overseeing online workshop registrations
- Coordinating post-workshop follow-up communications
- Responding to participant email communications
- Supporting program cohort needs
- Managing curriculum materials
- Maintaining digital organizational systems
- Researching and booking venues
- Coordinating outreach and marketing efforts
- Assisting with the production of in-person workshops and retreats

- Supporting the evolution of an online community within the Circle virtual platform
- Liaising with other support personnel, such as Julie's bookkeeper, copywriter, web designer, etc.)

## **What You Would Offer**

- 5+ years of experience as an Executive or Administrative Assistant (or relevant experience)
- Exceptional written communication skills
- Strong organizational skills with a keen attention to detail
- Excellent interpersonal skills
- Emotional intelligence and the ability to build effective collaborative relationships
- The ability to process verbal instructions and translate them into actionable steps
- Comfort working online and independently for extended periods of time
- Proficiency in Slack, Google Workspace, social media platforms, and DropBox
- A stable remote working environment in Pacific Standard Time (PST)
- Physical stamina for occasional lifting, bending, and walking during in-person workshop and retreat production
- Occasional weekend availability

## **How to Apply for the Position**

If this role sounds like an excellent fit for you, please email your résumé and personalized letter of interest stating why you are drawn to the position to: [recruitment.juliemkramer@gmail.com](mailto:recruitment.juliemkramer@gmail.com). The application process will include an assessment of your written and verbal skills, as well as personal and professional reference checks.

**Thank you for your interest. Please note that only shortlisted candidates will be contacted, and the position will remain open until filled.**