



Administration Assistant and Social Media Content Recorder

Organization: The Tier Club

Location: Mostly WFH with 1 in-person or zoom meeting per week*

Reports to: Founder/CEO

Position Type: Internship (Part-Time)

*****Please note: This is a primarily work from home position that will require some meeting and social event attendances.**

Position Overview:

This fun and dynamic social club is looking for an Administrative Assistant who has proven knowledge of social media content creation. They will support the company's founder/CEO. This position is ideal for a student interested in Entrepreneurship, Executive Administration, Event Planning or Social Media Marketing who is detailed oriented, organized, tech savvy and willingness to learn directly from a Start-Up founder.

Key Responsibilities

- **Executive Administration Support:** Manage emails, create event registration pages, create event registration art in Canva, create and send private event calendars, review new applications, on-board and off-board new members.
- **Event Coordination & Planning:** Attend venue planning meetings with the company's CEO/founder, organize event check-in lists.
- **Social Media Content Creating:** Attend 3-4 monthly events and record footage for social media content.
- **Member Engagement:** Answer emails, on-board and off-board members.

- **Reporting:** Organize and update member count sheet.

Qualifications

- Forward thinking skills, attention to detail, problem solving skills.
- Comfortable with WordPress, Canva, Excel and virtual meetings.
- Passion for Event Planning and Social Gatherings.
- Interest in attending social gatherings.
- Basic-to-expert experience in graphic design

Benefits

- Rare opportunity to work side-by-side with a business founder/CEO.
- Consistent invitations to event planning meetings.
- Mass opportunities to ask questions and learn from the founder
- Various monthly social functions.