



Sarah Murphy-Kangas



**Virtual Assistant Job Announcement
January 2022**

Hello! I'm Sarah, the founder and sole proprietor of MK Consulting, my Organizational Development (OD) consulting, coaching, mediation, and facilitation practice. I'm hiring a virtual assistant because my business is growing, and I have a vision of helping even more clients lead and live from a place of healing, liberation, and connection.

I started my practice 15 years ago at my kitchen table in Seattle. I had just finished an MA in Organizational Psychology and had a desire to work in a way that would allow time with my young children. I work independently and partner with other sole proprietors to consult mostly with small to midsize organizations in the Puget Sound area, including clients in the non-private, private, and public sectors. I've been studying the Enneagram for 20+ years and teaching it casually for a few years—it's a big part of my spiritual journey and worldview.

My relationship with my VA will be an important one in my life, so I'm looking for someone who has high self-awareness, is interested in personal growth, and who enjoys our interactions. Since I teach and coach toward vulnerability, self-mastery, and collaboration, this VA must also be on that journey and have some self-mastery, excellent communication, and collaboration skills. My VA may have a coach of their own and will not be seeking this job to receive coaching.

I'm a white, 47-year-old, cis woman, and I'm committed to creating a world where everyone across the spectrums and intersections of identities and social locations can experience liberation, wholeness, and abundance. I'm on a lifelong journey of learning about how I can do that with more integrity using my gifts and skills and learning how my unearned privileges often get in the way.

I have friends who call me a "life-a-holic." My work is a calling. I'm committed to it and to other parts of my life including family, community, social justice, and renewal! I work on average under 40 hours/week, take at least two months off each year, and rarely work evenings and weekends.

Queer, BIPOC persons strongly encouraged to apply.

Pay and Schedule:

- Starting rate **\$875 flat rate paid monthly** (\$35-\$43/hour) to an independent contractor for 20-25 hours/month or 5-6 hours/week, 11 months a year (no payment/no work in August).
- Possibility of growth in pay and hours as my business grows
- Monday-Friday, 8am-5pm **PST**
- Occasional one- to two-day weekend workshops, gatherings, and retreats (currently about 4 times/year). These hours will be included in the monthly total and not extra.
- Evening and weekend tech support if urgent or event support if pre-arranged
- No health insurance or retirement benefits

I'm looking for a Virtual Assistant who:

- is familiar with Diversity, Equity, and Inclusion work as informed by teachers like Patrisse Cullors, Alicia Garza, Bryan Stevenson, Resmaa Menakem, adrienne maree brown, Caprice Hollins, and Ilsa Govan
- is interested in human behavior in the workplace.
- is tech-savvy enough to manage and update my website, public social media accounts, and newsletter and deal with or find someone else to deal with technical issues
- has the confidence to manage-up to bug me about what I need to get done
- has the people and project management skills to interact with clients and my consulting associates
- will recruit and manage participant registrations for workshops and virtual group events
- will manage all logistics and marketing for virtual and future in-person workshops and group events coordinating with my client's and associate's admins as required
- will co-manage my calendar
- will manage monthly invoicing to my clients and payments from my clients
- will log and manage my expense receipts and mileage and communicate with my bookkeeper
- will co-create, edit, schedule, and push out content to various channels
- will maintain a contact and mailing list of MK Consulting clients, associates, and referrals
- will nurture and cultivate existing and new relationships and connections through management of a regular MK Consulting newsletter
- will carry out administrative duties such as file management, transcribing meeting notes from handwritten notes from flip charts to word docs, editing, scanning, creating, and editing reports, etc.
- will look for ways to improve our systems and collaboratively offer other suggestions
- other duties as discovered and assigned within reason

Software/Hardware Skills:

- Apple products
- Office Suite
- Wordpress
- IG
- Canva
- Quickbooks
- Zoom
- Mailchimp or other newsletter software

To apply:

Please email smkvirtualassistant@gmail.com with:

- Your resume in PDF format including apps and scheduling tools you are savvy with
- Letter introducing yourself including what draws you to this role and relationship.
- A link to your website if you have one
- (3) References: (2) Professional and (1) Personal

Please type VIRTUAL ASSISTANT in the subject line. Email applications without this subject line will not be considered. Attention to detail is a must. We look forward to hearing from you!

Application deadline: February 25, 2022, 5:00 pm