

## Best Gurl inc. “The Organizer” Job Description

“Coordinating projects, creating schedules, and keeping everyone informed and prepared.”

### *Overview:*

Provide Executive-level Administrative Services for Best Gurl projects and activities. Manage project timelines, document preparation, schedules, travel, and client interactions on behalf of Best Gurl to create and maintain positive relationships and revenue.

### *Roles and Responsibilities:*

- Manage internal operations and serve as Executive Assistant for Best Gurl principals, handling schedules and calendars, travel and reservations, document preparation, and client interactions.
- Organize and coordinate projects and special events.
- Maintain calendar with appointments and commitments for all Best Gurl staff and associates.
- Take notes and provide support during Best Gurl facilitated workshops (virtual and in-person)
- Maintain, make accessible, and update Best Gurl files, records and documents. Handle book/film sales and provide monthly and annual sales reports.
- Plan, facilitate and document bi-weekly team meetings.
- Conduct project-related research and document preparation.
- Support “The Communicator” with social media, website, press, newsletter, and other communication activities.
- Maintain and expand accurate mailing list of subscribers.
- Located within 20-miles of the Fort Walton Beach, FL area.
- Able to operate at a high level professionally.

### *Interpersonal Skills:*

- Organization, Logistic and Planning skills
- Capable of working independently from home
- Able to interface with clients on a professional and logistical level
- Life Long learner
- Diverse and inclusive thinker
- Able to maintain privacy and confidentiality of client and Best Gurl information
- Follow-up and follow-through capability
- Listening and Communication skills (consultants, clients, vendors, suppliers, etc.)
- Able to ask questions for clarification and expansion of knowledge
- Defined professional goals for career development

### *Technical Skills:*

- Computer savvy (MailChimp, WordPress, Member Management Systems, Apple OS, PayPal, SurveyMonkey, Zoom, AdobePDF software and platforms preferred)
- Microsoft Office proficient

- Problem Solver
- Exceptional writing ability and grammar (letters, correspondence, reports, proposals, spreadsheets)
- Established methods for ensuring follow-through on all assignments
- Focused attention to detail in all communication (internal and external)

Contact Best Gurl, inc.  
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