

Organized amp creative Hiring short (, USD)

Location **Massachusetts**
<https://www.genclassifieds.com/x-758618-z>



QR Code Link to This Post Hello world of craigslist,

I am a freelance digital marketing professional who also works in a couple other fields within the Boston innovation economy. From time to time, I seek new clients, contracts, etc. I'm looking to hire someone to take care of the administrative aspects of this. You'll get to use your own flair to be creative with things. For now it would mostly be research on prospective new leads, though if all goes well has the potential to become automating a process to more quickly onboard my new clients, organizing my information regarding leads and current projects, researching networking events for me to attend/purchasing tickets for me, and/or providing your personal advising on professional matters [all dependent on your own skills and interests!]

I will provide you with a detailed list of the types of clients/projects I'm looking to get on the radar of, and you'll provide me with a short list of leads for me to contact each week [depending on the situation and your level of comfort, you may be able to contact them directly with a standard message that I can follow up on].

This is a great role for someone who is looking for a temporary, remote, flexible gig. I'd prefer that you live in the Boston area so that you're familiar with some of the local scene, but we don't ever have to meet in person. This is flexible depending on the right fit! I'd like to have weekly phone calls so we can discuss progress [more or less depending on how things go].

No experience needed! Just an ability to be organized and think creatively, plus all the usual basic computer proficiencies. Here are some things that might help if you had them [but there are definitely other things that I'm not thinking of, so don't hesitate to contact me if you think you're a good fit!]

Sales, marketing, customer success or HR interest/experience
 Previous admin experience/front desk experience

Social work/psychology coursework
 Creative writing experience
 Comedy experience
 Must be LGBTQ+ friendly

This is geared for an entry level, casual, temporary position [i.e., a college student, recent graduate, someone out of work, anyone looking to make extra cash for the holidays etc] and is budgeted appropriately. That being said, anyone is welcome to apply. LGBTQ+ friendly.

I am looking for 2-4 hours per week for two weeks, with the potential to increase in hours and length. Depending on your availability and interest, I'm also open to hiring multiple people for this position if you can only work a certain amount of hours.

So thanks for reading this super long post! The selection process is pretty informal, please send some info about your work experience and skills in your email to me.



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From there we'll do a quick phone interview and I'll send you a super short sample assignment to see if it's a good fit, and then we're good to go! :)