

Notes

Grab their attention

*Talk to them (use
YOU language)*

Are you an experienced Marketing and Admin professional ready to join forces with a dynamic Entrepreneur? Are you looking to work at a fun, fast-moving, and growing business consultancy firm where strong core values and results matter? The XM Performance team needs **YOUR** attention-to-detail and creative superpowers to help manage the CEO's demanding schedule, care for the agency's clients, and manage the marketing administration and content at this firm.

You were warned!

Read on for application instructions and to find out if this opportunity is the right fit for you.

*Write about your
culture*

Who are we at XM Performance?

Our aspirational vision is to help make small/medium size businesses the best places to work in America. We help small business owners and leaders evolve from being the technical expert to strategically run a business through our coaching, training, and consulting services. We value results, transformation, and personal connection in our employees. We're in the people business with a marketing and sales mindset, and the closer you get to contribute to these key activities, the more opportunities will open up for you.

We are looking for a Business Xcelerator Marketing Coordinator and Executive Assistant with these qualities:

*Hire for attitude,
train for skill*

- Master of wearing many hats: Project management, organization, and excellent writing skills are key to perform at the Xtra Mile level in this role
- Self-starter and strong finisher: a confident individual with a "whatever it takes" to get the job done attitude
- Quick learner: it's okay if you're not familiar with business 101, we're happy to teach you the ins-and-outs of small business

Responsibilities

Your responsibilities will include but are not limited to

Marketing Coordination:

- Research and present new business opportunities/initiatives based on the CMO's direction
- Copywrite content
- Create, manage, and schedule daily social media posts, weekly emails, and all other digital marketing tasks
- Design any printed marketing materials (we use Canva)
- Data entry and workflows for our Marketing Software (experience is a major plus)
- Engage with business networking groups in person

Traditional EA tasks:

- Help our Chief, Ross, achieve more in less time
- Manage his email, calendar, appointments, and to-do list
- Join Ross on sales-calls and execute the administrative part of the conversation (CRM administration, proposal writing)

*What will they gain?
There's always more
to a company than
just benefits!*

What we offer is a flexible, fun, dynamic work environment and growth opportunities. Ross' personal WHY is *to inspire people to live radically transformed, exceptionally fulfilling lives of significance*. Show us your superpowers and key areas you'd like to grow/learn in business, and we will find a long-term path for you at XM Performance.

ALWAYS list the pay!

Pay is somewhere between \$22 - \$27 per hour based on experience. Work hours are Monday through Friday during business hours, in-office presence is required with some flexibility. Health benefits and PTO are available after 60 days of hire.

*Give them an extra
step, if they're really
fired up about the
opportunity, they
will follow these
instructions*

Application Process (Yes, this is a test)

Fired up about the opportunity? Forget the *Apply button!* Submit an email application directly to [careers @ xmperformance.com](mailto:careers@xmperformance.com) with your resume and cover letter in a PDF format. Applications over the phone will not be accepted.