



**P:** +1 213 512 7332

**E:** [admin@supportmyempire.com](mailto:admin@supportmyempire.com)

**A:** 1207 Delaware Ave #2511, Wilmington DE 19806

## Role Description

### Support My Empire, Somerville MA

#### Role Details

Job Reference	MA/10002	Pay Rate	\$22.50 per hour
Role Title	Administrative & Marketing Assistant	Employment States	Part Time (10-15 hours per week)
Location	Hybrid Office - Somerville MA / Remote	Contact Name	Sarah Burgess Human Resource Advisor
Application must be submitted via email – <a href="mailto:admin@supportmyempire.com">admin@supportmyempire.com</a>			

#### Your Employer

Support My Empire is a boutique business consultancy specializing in retail, fashion, and international trade. We work with ambitious entrepreneurs and brands to build their businesses from the ground up—with strategy, style, and substance. If you're passionate about organization, marketing, and making someone else's chaos look like calm, we want to hear from you.

#### Position Overview

We're looking for a proactive and reliable Administrative & Marketing Assistant to support the daily operations of our team. You'll be the right-hand support for managing schedules, keeping tasks on track, coordinating meetings, handling client communication, and supporting social media activity. This role is ideal for someone who's organized, tech-savvy, and confident working independently in a fast-paced (and fun) remote environment.

#### Your Role

#### Generic Responsibilities

As part of the Support My Empire team, you are expected to:

- Conduct yourself in a professional, ethical, and respectful manner that reflects the values of the company.
- Maintain strict confidentiality regarding client data, business strategies, and proprietary information.
- Support the creation of a safe, inclusive, and respectful virtual work environment.
- Take personal responsibility for the quality and timeliness of your work.



**P:** +1 213 512 7332

**E:** admin@supportmyempire.com

**A:** 1207 Delaware Ave #2511, Wilmington DE 19806

- Use systems and tools responsibly, ensuring data integrity, security, and reliability.
- Be open to feedback, learning opportunities, and continuous personal and professional growth.
- Adapt to changing priorities and participate in improving internal processes and systems where appropriate.

## Role-Specific Responsibilities

### Administrative Support

- Coordinate and manage the team calendar, including scheduling meetings, appointments, and reminders.
- Maintain task tracking systems (Trello, Teams, Sharepoint and Outlook Calendar) and help ensure project deadlines are met.
- Prepare meeting notes, summaries, and follow-up communications where required.
- Answer and screen phone calls professionally, take accurate messages, and relay information efficiently.
- Manage email inboxes and communication flows by flagging priorities, responding to basic inquiries, and forwarding messages as needed.
- Support digital file organization across platforms such as Google Drive, Dropbox, etc.
- Coordinate Zoom links / Teams, meeting documents, and prep materials for virtual sessions.

### Client Communication & Operations

- Act as a first point of contact for client and partner communication through email, phone, or social media.
- Send introductory outreach emails, schedule consultations, and assist with client onboarding procedures.
- Maintain polite, professional communication with all stakeholders, both internal and external.
- Assist in formatting and sending client-facing documents, agreements, and follow-ups.

### Marketing & Social Media Assistance

- Schedule and post content across platforms including Instagram, LinkedIn, and Pinterest.
- Draft or edit basic captions using existing content themes or templates.



# Support My Empire

**P:** +1 213 512 7332

**E:** admin@supportmyempire.com

**A:** 1207 Delaware Ave #2511, Wilmington DE 19806

- Help with light graphic design tasks in Canva (e.g., resizing, text overlays, pins).
- Help with repurposing longer-form content (like blogs or video scripts) into shorter posts or story ideas.
- Monitor basic engagement on social platforms (comments, DMs, tags) and flag key messages.
- Help organize content calendars and coordinate timelines for campaigns.

## **Systems & Workflow Improvement**

- Identify opportunities to streamline or improve administrative workflows.
- Support internal projects by documenting processes, creating checklists, or drafting SOPs.
- Help test or roll out new systems or tools that may enhance productivity or organization.

## **Workload & Time Management**

- Prioritize tasks based on urgency and communicate any delays or challenges proactively.
- Meet all assigned deadlines with minimal supervision.
- Maintain strong attention to detail, particularly in communication, file organization, and scheduling accuracy.

## **You will be a good fit**

- 1–3 years of experience in administrative, marketing, or coordinator roles
- Comfort working remotely and in the office and managing multiple priorities
- Are naturally organized and enjoy helping others stay on track
- Have excellent written and verbal communication skills
- Can work independently and don't need to be micromanaged
- Are tech-friendly and open to learning new tools quickly
- Have a friendly, polished, and professional tone with clients
- Understand small business life—it's a little scrappy, very passionate, and never boring

## **What we offer**

- Flexible schedule
- \$22.50/hour starting rate, with potential for a raise after a 3-month probation period



# Support My Empire

**P:** +1 213 512 7332

**E:** [admin@supportmyempire.com](mailto:admin@supportmyempire.com)

**A:** 1207 Delaware Ave #2511, Wilmington DE 19806

- Direct mentorship with our seasoned entrepreneurs and international law experts
- Opportunities to grow with the business
- A fun, collaborative team culture—even if we're all in different zip codes!

## How to Apply

- A 1-2 page cover letter explaining our experience and why you want to work for us
- Your Resume

Email your application to [admin@supportmyempire.com](mailto:admin@supportmyempire.com) on or before **Friday, 11 April 2025**.