



## **Company Overview**

Passionate Penny Pincher is a frugal blog that encourages women to beautifully care for their home, family and finances. With an audience of over one million users each month, we share everything from daily deals on Amazon to simple ways to save at the grocery store, frugal DIY projects, home management tips and menu planning resources. In addition to our blog, newsletter, and social media channels, we run an ecommerce site offering resources including home planners, menu plans, journals and money planning products to help families succeed at their long term financial goals.

## **Position: PPP Executive Assistant**

The ideal executive assistant for Passionate Penny Pincher will serve the CEO & Passionate Penny Pincher team members. The Executive Assistant will focus on assisting PPP team members by working to make their jobs easier, specifically by anticipating the needs of the CEO and team members to make sure all positions are functioning well together as a whole.

## **PPP Team Members are . . .**

- Willing servants
- Innovative
- Intuitive
- Gracious
- Generous
- "Other" focused
- Excited
- Passionate
- Open-minded
- Determined
- Aware
- Not self-absorbed
- Dreamers - always thinking of new ideas
- OBSESSED with our readers

At Passionate Penny Pincher, we constantly think of ways to make the lives of our readers and customers better, and strive to make them feel valuable, worthy and included. The products we create and affiliates we promote help them see success in their day-to-day lives, whether it's buying toilet paper from Amazon easily at a great price (success!), checking off their exercise box for the first time ever, or making dinner for their family.

At our core, Passionate Penny Pincher team members are all cheerleaders for our audience even if in a very small way, working to serve them daily.

### **PPP Executive Assistant**

- Calendar scheduling and time management for CEO, including organizing time for social media requirements, affiliate promotions, product development as well as personal appointments and tasks
- Order or purchase necessary supplies for video
- Assist with grocery shopping
- Prepares projects and supplies for upcoming week
- Basic video help, including set up, take down, clean up
- Manage returns when necessary
- Work with PPP team to provide photos and products with necessary
- Expense management
- Orders gifts for team & family
- Plan events for any any in person events
- Arrange catering at in person meetings
- Light project management
- Travel coordination
- Provide additional support to team during product launches

### **The ideal candidate:**

- Is a goal oriented self-starter
- Anticipates the needs of others
- Has high follow through to completion
- Has a high level of integrity
- Is proficient in google docs & spreadsheets
- Has excellent writing skills & penmanship
- Is a problem solver & critical thinker
- Desires to serve those on the PPP team and in the PPP community
- Types 70+ WPM
- Is familiar with Asana & Wordpress (not necessary but would be valuable)
- Knows the Passionate Penny Pincher brand, or is willing to learn
- Is located in Nashville, Tennessee and works at the home office in person 1-2 days per week (approximately 4-5 hours per day)
- Has a servant heart

