

# EXECUTIVE ASSISTANT

## JOB OPENING FOR JUSTIN WHITMEL EARLEY

AUTHOR, SPEAKER & OWNER OF  
EARLEY BUSINESS LEGAL



### LOCATION

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406 W FRANKLIN ST, RICHMOND, VA 23220

### START DATE

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AS EARLY AS JANUARY 2024

### TYPE

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FULL-TIME EXECUTIVE ASSISTANT  
\$50K+ DEPENDING ON QUALIFICATIONS

### INTRODUCTION

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I'm a lawyer, author and speaker. While I spend most of my time running my business law practice here in Richmond, VA, I also spend a lot of time writing and traveling to speak around the country. I am looking for someone who can be my go-to assistant in all of this and more!

### POSITION SUMMARY

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I am looking for a full-time Executive Assistant, even though I'm not sure that's the best name for the job. Yes, I need someone who is holding things together at the office, but I also need someone who's interested in spiritual impact and grunt work, who's capable of creative thinking and quickbooks clean up, who likes the idea of being a part of a growing business and picking up dry cleaning. I could go on. As a lawyer and a writer, I do lots of diverse things. I get really motivated by putting a good spreadsheet together for a client. I also get excited about writing a new chapter in a book. I'm looking for an assistant who has the same sort of diverse set of interests and capabilities.

This person will be in our law office everyday and plugged into the legal team, but will also be corresponding with publishers and conferences on books and speaking items. I will rely on them to help keep business accounting books in order, but also be looking for them to proofread new articles and develop social media content. This person will work closely with me day in and day out, but they also need to be very independent and self-motivated while I'm traveling or during times when my schedule gets crazy and I can't meet for a couple days. Also, picking up donuts for the firm's "Donut Fridays" is a required qualification. But so is being a good proof-reader and never missing an email.

### KEY ASPECTS OF ROLE

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My daily schedule involves a lot of different things, from managing a business to serving legal clients to writing books and giving talks. This person will be involved in all of that. While there are key priorities to be kept up in the background, this person will need to flex day to day to focus on what I'm focusing on. Here are some key aspects of this role:

- Personal Assistant
- Law Office Manager
- Travel Agent & Bookings Correspondent
- Social Media & Content Manager
- Editor & Proofreader
- Website & Design Point
- Building Manager



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## BENEFITS & PERKS

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- Competitive pay, starting at \$50K, but could go up based on experience
- W-2 bi-monthly paychecks
- Potential to grow into health insurance benefits & 401K after first year
- Super fun office environment (at least we think so)
- We throw a decent Christmas party (but you'll be planning it so we'll see)

## TO APPLY

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Please email your resume and an informal cover letter to [anne@earleylegalgroup.com](mailto:anne@earleylegalgroup.com). In your cover letter, don't think too hard. Just tell me why you are interested and what gets you excited about this role. Do note that only shortlisted candidates will be contacted for an interview.

## ROLES IN DEPTH

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### LAW OFFICE MANAGER

- Monthly Billing & Invoicing Legal Clients
- Drafting engagement letters
- Daily Email Monitoring & Calendar Manager
- Deposit Checks and Send Payables
- Coordinate with CFO on Finance Items

### TRAVEL AGENT & BOOKINGS COORDINATOR

- Handle calls with churches and conferences to discuss speaking opportunities
- Research and responding to speaking inquiries
- Coordinate & book all travel
- Create itineraries for trips
- File reimbursements

### PERSONAL ASSISTANT

- Miscellaneous errands & family tasks
- Good entertainer & snack runner when my four boys come to work with me

### BUILDING MANAGER

- Mail upkeep
- Manage building QuickBooks
- Coordinate with property manager on maintenance requests

### EDITOR & CONTENT ASSISTANT

- Proofreading chapters & articles
- Strategy for social media
- Formatting & designing content
- Video & audio editing
- Instagram post & DM management
- Coordinating monthly emails

## QUALIFICATIONS & REQUIREMENTS

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- Exceptional interpersonal skills
- Stellar in phone communications and email etiquette
- Understanding & competence with Social Media
- Strong Proofreader
- Good Designer
- Proficiency in QuickBooks (or quick learner)
- Proficiency in Word and Excel / Google Docs & Sheets
- High level of attention to detail and accuracy
- Strong administrative and organizational skills
- Previous experience as an assistant will be highly valued, but not required
- Ability to prioritize, and manage time effectively
- Excitement to work in person at our Richmond office

