



Now Hiring:

Administrative/Personal Assistant **(Part-Time Employee)**

If you're excited about soaking up airborne grease into your clothes and hair, flipping burgers and working back-to-back shifts...

If the thought of mindlessly scanning grocery items behind a cash register makes you want to squeal for joy...

If you can't wait to spend all your time working around jaded adults who are *just there for the paycheck*, but who have otherwise checked out of life...

...then sorry, this position isn't for you.

BUT if you:

- Love a dynamic work environment where you're participating in all aspects of a vibrant online business
- Have a passion for learning new skills and showing up to serve wherever needed (*while also being very appreciated!*)
- Enjoy collaboration and continually finding better ways to serve homeschool families
- Have a "magic touch" with kids and know how to be both fun AND authoritative

...then you might be the perfect candidate for our Administrative/Personal Assistant position.

The Company

Jimmy Fallon recently wrote a song called “Teachers Should Make a Billion Dollars,” and we believe this 100% applies to homeschool parents as well!

Journey Homeschool Academy (JHA) gives parents the confidence they need to homeschool—from elementary through the high school years—by providing high-quality, Christian courses that fit into a busy family’s lifestyle.

..but now we need YOU to help us keep the Journey Homeschool Academy ship sailing smoothly.

The Position

Luke and Trisha at Journey Homeschool Academy are looking for a part-time Administrative/Personal Assistant to support our year-round operations. While initially a part-time role, we anticipate this role scaling to full-time within 6 months.

The Results

As Administrative/Personal Assistant, you will be responsible for assisting with and implementing company processes and projects to streamline our day-to-day product development and order fulfillment operations. Business-side responsibilities account for approximately 80% of the position.

Past responsibilities have included:

- Managing shipping and product inventory
- Fulfilling customer orders
- Participating in product editing/quality assurance
- Helping customers through our customer service platform
- Maintaining orderly office space
- Other support for company projects, as needed

Additionally, you will be responsible for facilitating the owners’ home operations as needed (which accounts for approximately 20% of the position). Since we’re a family-run business—and full-time homeschoolers ourselves—it takes a lot of hands on deck (with lots of flexibility!) to keep us moving forward.

Competencies

We are willing and able to train the right candidate in developing the more technical skills needed to perform the role. However, our ideal candidate for this position will already possess the following competencies:

- Attention to detail
- Strong time management and organization skills
- Active listening and excellent written and oral communication skills
- Fluency with technology our company employs, or ability and willingness to learn
- Ability to work under pressure
- Must love children
- Strong interpersonal skills
- Team-based, collaborative approach
- Ability to multitask

Bonus if you have a science and/or homeschooling background!

Work in a flexible environment!

Our office and home are both located in Perry, Michigan. This position includes the ability to split your time between on-site (local) and remote work. (If asked for a secret code, give this: Growth Mindset.) Many web-based applications, including ConvertKit, WooCommerce, and a basic page editor for WordPress, will be utilized in this position, so the ability to learn new programs and document your own duties for the position is required.

Position hours would initially be part-time, around 18-20 hours per week initially, with the intent to scale to full-time within 6 months.

What to do next?

If you're interested in the Administrative/Personal Assistant position, do this:

Send us a cover letter, document, or video that contains the following information. Make sure your email subject line has the secret code in it. If you don't have the secret code, please do not apply.

- **How will YOU fit in this position and with our business specifically?**
Knowing that this position includes a wide variety of responsibilities (both online and physical/in person), tell us why you're a great fit for the role. We know what's a fit for us; we want to know why this is a fit for YOU.

- **There's an old saying in business: The customer is always right. What are your thoughts about this?**
- **What are your compensation requirements?**
If you pick a comp structure that makes sense given where our business is at, and everything else in your application looks good, we will interview you.

We would be happy to see your resume, but know our primary focus will be on your answers to the above questions.

Send your application via email to trisha@intoxicatedonlife.com.