



## OPERATIONS ASSISTANT JOB DESCRIPTION

Looking to combine your love of health and nutrition with your operations management skills? Ready to get outside of “big box” employers and become part a successful start-up with lots of potential for growth? Do you love organizing, creating, and helping people? Are you *extraordinarily* good at what you do?

The Whole30 program is seeking a full-time Operations Assistant.

### Essential Duties

The Operations Assistant oversees and performs all office duties related to the Whole30 program including:

- Schedule and coordinate conference calls, events, and media
- Manage all incoming email business correspondence
- Work with our vendors to create, document and organize company policies and procedures
- Help build our brand via various social media platforms
- Assist with our blog content and scheduling
- Assist with newsletter/email marketing content and scheduling
- Expand our reach by participating in various blogs, forums, and communities
- Assist in new business development

### Our Preferred Candidate

Our Operations Assistant should represent the following traits or characteristics:

- **Expert working knowledge of the Whole30 program.**
- Extremely detail-oriented
- Independent, able to effectively prioritize tasks and execute functions without micromanagement
- Dedicated to accuracy in work product
- System-oriented: able to create and work within step-by-step operational guidelines for various tasks
- Socially flexible: able to connect with a variety of personalities and relate to a wide range of people
- Technologically savvy: able to pick up new computer-related skills quickly
- Entrepreneurial: willing to make the best decision on behalf of the business (within set parameters)



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This is a remote position. Reliable internet and home office required. Must be available during regular business hours of 8am to 5pm, Monday – Friday (although some flexibility is offered). Weekend work may be requested infrequently. This is a full-time salaried position; salary commensurate with experience. No travel is required.

### Requirements

- Excellent working knowledge of Wordpress
- Excellent working knowledge of social media platforms (Facebook, Twitter, Pinterest, and Instagram)
- Excellent working knowledge of Microsoft Office
- U.S. citizenship required, must be fluent in English

### Preferred

- Bachelor's degree
- Adobe Creative Suite proficiency a plus
- Experience in social media/marketing/PR a plus

### About Whole9 Life, LLC

Whole9 Life, LLC was founded by Dallas Hartwig and Melissa Hartwig in 2009. They are the creators of the original Whole30 program, and authors of the *New York Times* bestselling books [\*It Starts With Food\*](#) and [\*The Whole30: The 30-Day Guide to Total Health and Food Freedom\*](#). Our online community at [Whole30.com](http://Whole30.com) serves 1 million visitors a month, with a social media reach of more than 500,000 combined fans/followers.

### To Apply

To submit your application, please email your resume and cover letter to [headquarters@whole30.com](mailto:headquarters@whole30.com), with a subject line of "Full-Time Operations Assistant."

Please also include, in 250 words or less, whether you think a "Paleo parmesan cheese" substitute made from cashews, sea salt, and lemon juice (ground up to a fine powder in a food processor) should be considered a Whole30-compliant ingredient.