



Compass Healing Project  
1200 Arapahoe Street  
Golden, CO 80401  
(760) 456-7713  
[www.compasshealingproject.com](http://www.compasshealingproject.com)

#### Executive Assistant

We are currently seeking an executive assistant for handling certain backend operations and communications for a multi-state in-person and online psychotherapy private practice. We are accepting applications for a fully remote, tech-savvy, well-organized, self-motivated, task-oriented, and systems cultivator. This position has flexible hours and gives the bonus of learning the backend of a specialized psychotherapy private practice.

We are looking for an executive assistant primarily responsible for day-to-day tasks, streamlining and managing systems, scheduling, and verbal/written communications. This person should value clarity through communication, and have an organic knack for details to meet high standards for a client experience. They should be able to focus on adding and maintaining a strong marketing and design ability. They must be ethical, creative, and warm in their engagement with all levels of running the underbelly of the practice, while helping align the quality of care with content on all media communications.

Find out more about Compass Healing Project at [www.compasshealingproject.com](http://www.compasshealingproject.com).

#### Minimum Qualifications:

- No degree necessary
- Comfortable, open, calm, and confident in communications with potential clients, therapists on the team, community partners, third-party medical billing partners, and social media and content creators
- Work on behalf of Compass Healing Project's billing, operations, and communications across multiple platforms and systems
- Able to work virtually 10 hours a week. Additional hours and responsibilities will be assessed after 6 months.

- Experience with social media, CANVA, design, wix/squarespace website support, gmail/gsuite, googledocs and excel, and other content creation applications preferred.
- Willingness to learn new software and systems

#### Job Duties:

- Complete, create, and systemize weekly billing, community communications, and practice operations (i.e. payroll, website updates, claims/billing, email/phone/schedule management for CEO Natalie, etc).
- Support and co-create media, marketing, and social media content calendar and engagement (support only, we have a social media manager).
- Work on the backend of helping Natalie and/or other team members create virtual courses/workshops/e-learning to support user experience.
- Maintain regular (in regular business hours) correspondence, support with scheduling, billing, and case management support and referral retrieval for therapists on staff, with direct report to Clinical Director, Natalie Cooney.
- Maintain professional, ethical, and legal standards that are in line with Compass Healing Project's no discrimination policy, along with being open to diversity, inclusion, and treating all people with dignity and respect.
- Keep up with regular email and phone calls and attend Compass Healing Project team meetings as necessary.
- Track tasks and weekly, monthly, quarterly goals
- Willingness to work with asana or similar task/time management software for transparency and accountability with clinical director
- Willing to be trained on any or all of the above.

Fluence with googledocs, googlesheets, canva and easefulness in making phone calls and responding to emails preferred.

#### Compensation:

\$21-24 an hour, depending on skills and experience. 1099 Independent Contractor Position.

To Apply: Send cover letter and a one page resume/CV or questions regarding position to Natalie Cooney, Clinical Director, at [natalie@compasshealingproject.com](mailto:natalie@compasshealingproject.com).

Please note: This is a 1099 position. Persons paid on a 1099 basis are independent contractors and are self-employed. Independent contractors are required to pay all self-employment taxes (Social Security & Medicare) as well as income tax. Independent contractors generally do not receive any type of employment benefits from the employer. For more information please refer to irs.gov or talk with a tax professional. Position not applicable for past, current, or future clients.