



Project Coordinator/Executive Assistant

Job Type: Part-Time (15 - 20 hours per week)

Pay: \$1,000 - \$1,500 per month (based on experience)

Job Classification: Contractor

Location: Washington, DC or remote

Schedule: Monday to Friday

Overview: [Capture Create Media](#) is a multimedia agency that offers production resources for new and established brands. Capture Create Media's suite of resources includes: [PodTv Studios](#) for content creation, [PodTv Network](#) for content distribution and [PodTv Digital](#) for communications and brand positioning strategies. Our services help you capture the attention of your target audience, and our digital resources help you grow your platform and expand your influence.

Essential Job Functions:

- Plan, monitor and execute the day-to-day administrative tasks to ensure a smooth workflow working both on a one-to-one basis and on a wider basis with internal and external clients.
- Perform clerical duties, such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, setting up travel arrangements, and taking notes at meetings.
- Manage complex office administrative work requiring the use of independent judgment and initiative
- Continually works to identify more efficient work techniques and suggests changes that can improve processes and procedures.

Desired Qualifications:

- Must write well, and have editing experience. Able to format documents for consistent, professional appearance. Microsoft Office proficiency
- Demonstrated proficiency with a variety of virtual meeting technologies
- Demonstrated ability to prioritize and handle multiple assignments while maintaining commitment to deadlines and long-term goals
- Desire and aptitude for learning new concepts on the job
- Ability to work in a highly ambiguous environment
- Ability to handle confidential information with discretion, and deal with professionals inside and outside the company
- Bachelor's degree or equivalent

To apply for this position, please submit your resume to info@capturecreatemedia.com.