



Hey Awesome Girl Editorial Assistant Job Description

DEADLINE TO APPLY: February 1, 2021

Application

💡 Calling all HAGs! 😊

Trust us. This is the only place where being called a HAG is a good thing. 🌸 ♀ And we wear that label like a badge of honor. ✨ Hey Awesome Girl is a creative studio that provides thoughtful growth-driven design, marketing, and communications expertise to brands that need intentional communications to deliver results to custom audiences. And our social mission is to serve intersectional audiences and uplift, empower, and celebrate BIPOC women.

Want to join our tribe as an Editorial Assistant? Keep reading...

Job Overview

We're hiring Editorial Assistants who can help us prepare beautiful prose for our internal and client campaigns. Our Editorial Assistants will be in charge of maintaining brand consistency, voice and tone via social media posts, blogging, newsletter copy-writing, and more.

They will also assist with general editing duties for proposals, website content, FAQs, etc. Your work will be a combination of art and science that helps us use wordsmithery to deliver excellent content and campaigns for our clients. Currently, we are a creative studio that serves a variety of clients and our social mission is to help female entrepreneurs build and grow digital companies that empower their lives.

Our goals are to:

1. Build a premier creative studio by womxn (and their allies) that leverages storytelling and growth-driven practices to influence public narratives, increase brand power, and activate buying decisions for intersectional audiences,
2. Ensure 100% of our clients increase their core metrics by 25% or more by working with us,
3. Grow our company revenue to \$1m per year,
4. Share and celebrate our stories via our high tech publishing network, and
5. Cultivate a network of women who are creating more freedom in their lives through their digital business.



And that is where you come in!

Our Editorial Assistants will assist with a variety of projects. We're looking for reliable professionals who learn fast, are meticulous with their work, and deliver what they say they will deliver.

We need Editorial Assistants who can assist with the following:

- Content marketing
- Sales and operational communications edits
- Social media, email marketing copywriting
- Blog writing and editing
- Project and product copy and content edits
- Search engine optimization writing
- Other editorial projects as needed

Job Requirements (do not apply if you don't meet all of these requirements):

- * Personal ownership of reliable desktop or laptop computer
- * Secure home internet access that allows for regular video calls and secure work
- * Quiet space to complete your work and video meetings without distraction or interruption
- * Can-do attitude and willingness to learn, deliver work on time, and communicate effectively
- * Extreme comfort working with and learning from BIPOC and women
- * Ability to meet (virtually with video) every Monday morning at 10 am for a team meeting and work consistently on projects between the hours of 8 am and 5 pm EST Monday-Friday.

Additional Job Details:

- * Work from home
- * Hours: at least 20 per week consistently during regular business hours
- * Pay: \$25/hour

Who You'll Work With

You will coordinate with our small and diverse team of Hey Awesome Girl employees and contractors from North Carolina.

Who We Are



As a creative studio, Hey Awesome Girl helps our clients connect with people at the intersections. At our core, we are a creative studio for the ambitious + awakened who are focused on using digital marketing and communications for growth.

As a brand looking to make an impact on the world, we want to exist to amplify the magic of our girl. Our big vision is to be able to contribute to causes that support the empowerment of BIPOC women and also teach tech-enabled women around the world to create more freedom in their lives via a custom high-style publishing platform. *Ultimately we want to both serve clients and publish our own content for BIPOC women.*

How We Promote Equity, Cultivate Leaders, and Grow, Together.

“You don’t make progress by standing on the sidelines, whimpering and complaining. You make progress by implementing ideas.” – Shirley Chisholm

What We Believe In

Playful competition. We compete with ourselves, our results, and our goals to produce the best experiences for our audiences...then we celebrate our-damn-selves.

Vulnerability. We believe there’s power in authenticity and vulnerability is the key to authenticity.

Gold. “Gold” is how we describe the quality of our work. It is beautiful, solid, and top quality, and – like gold – it may be as sophisticated as a crown or as ratchet as a grill, depending on what you need.

Flirt. We design our content to be seductive and personalized just for awesome girls. If you don’t like it – no worries – there are more fish in the sea.

Ship it. We don’t believe in perfect, we believe in progress, so we ship projects regularly just to make sure we’re moving forward.

Brave magic. We are magical because we are brave. We are brave because we believe in ourselves and our vision. We infuse brave magic in everything we do.

ManiPlanning. We also believe that planning should be beautiful, emotional, inspiring, and infused with the power of storytelling and manifestation.



LOL. We love to laugh and aren't afraid to sprinkle a few corny jokes, weird puns, or just straight-up silliness into our work.

TO APPLY: Complete this Google Form before February 1, 2021:

https://docs.google.com/forms/d/e/1FAIpQLSfecbNSocNbu-uoRI5-ERfWndodfhSAIhw6yml8ZNj_Yt75pw/viewform?usp=sf_link