

THE ARTISAN LEADER

handcrafted leadership development

POSITION DESCRIPTION

Title: Workflow Support Coordinator

Part-time (Contractor or Employee), Hybrid I ~10 hrs/week

About the Role

The Artisan Leader is a growing leadership development firm serving mission-driven organizations with custom facilitation, coaching, and strategic support. We're looking for a highly organized, detail-oriented person who thrives behind the scenes — someone who loves bringing structure to creative work and keeping things on track.

This is a part-time role for someone who finds satisfaction in follow-through: formatting slide decks, polishing up reports and proposals, sending invoices, keeping the CRM up-to-date, and making sure nothing falls through the cracks. You'll work closely with a team of coach/consultants who are big-picture thinkers and client-focused practitioners. Your strength will be in managing the systems, details, and recurring tasks that make everything work.

You won't need to lead strategy, create content from scratch, or be in the spotlight — but you will be essential to how we deliver high-quality experiences to our clients.

This is a contractor position (approx. 10 hours/week), with potential to evolve into a long-term team member or employee.

Responsibilities

Writing & Document Coordination

- Draft or polish proposals, reports, follow-up emails, and other deliverables based on notes or outlines
- Format slide decks in Canva (we'll provide the content)
- Compile and package client assessment reports
- Track and maintain dashboards and progress tools

Systems & Admin Support

- Light management of invoices, payments, contracts, and scheduling
- Coordinate customer assessment orders and tracking
- Keep client folders and project files organized

- Document internal SOPs and systems (e.g., proposal templates, CRM tagging)
- Track tasks and follow-up needs across engagements

Marketing & Outreach (light touch)

- Administrative responsibilities such as creating schedules
 - Repurpose content into social posts and simple visuals (no strategy required)
 - Maintain the CRM and log follow-ups
 - Support booking logistics for keynotes and trainings (using systems already in place)
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Ideal Candidate

You might be a great fit if you:

- Are methodical, detail-oriented, and find satisfaction in getting things done right
- Enjoy creating order out of ambiguity
- Can take a rough idea and polish it into something clean, clear, and on-brand
- Love systems and structure (and improving them when needed)
- Can communicate clearly and professionally, even on behalf of others
- Take initiative and ask for help and direction when needed
- Are familiar with tools like Google Drive, Canva, Chat GPT, SurveyMonkey, QuickBooks, Calendly, Toggle, DiSC®, and/or CliftonStrengths® (or are confident in learning them)

Nice to have (but not required):

- Experience supporting consultants, coaches, or small teams
 - Familiarity with RFP or proposal formatting
 - Comfort with light data analysis (e.g., surveys, assessment summaries)
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Position Details

- **Hours:** ~10 hours/week, with flexibility
 - **Type:** Contractor or W-2 employee depending on fit and structure
 - **Pay:** Starts at \$25/hour, depending on experience and employment status
 - **Location:** Hybrid, Virginia-based
 - **Reports to:** Amanda Stanley, Owner/CEO
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To apply:

Submit resumes by September 10, 2025 to amanda@theartisanleader.com

For more information, visit www.theartisanleader.com