



Job Title: Part-Time Office Manager and Executive Assistant to the CEO

Overview:

Maverick is a fast-moving, social-first content studio helping bold brands connect with the next generation of fans.

You've supported a busy executive, managed fast-paced calendars and logistics, and kept operations humming behind the scenes. You know how to bring structure to chaos, anticipate needs, and create calm in the middle of the storm. We want you to come in, take ownership, and hit the ground running.

You'll report directly to the founder/CEO and collaborate closely with our Director of Agency Operations. This role blends high-level executive support with light office management — perfect for someone who thrives behind the scenes but still loves being in the middle of everything. 🌟📅✈️

THE WORK:

- Manage and protect the founder's calendar and schedule
- Support the Director of Agency Ops with team scheduling and internal ops
- Book and coordinate travel, meetings, podcasts, and speaking gigs
- Prep agendas, notes, and research for events, interviews, or sales meetings
- Draft or edit professional emails, follow-ups, and birthday messages
- Help write or refine presentations, documents, social content and personal brand comms
- Coordinate with the Internal Content team for founder content support
- Keep the office stocked, organized, and running smoothly
- Order equipment and supplies, and manage light vendor relationships
- Help plan internal events, team meetings, and office culture moments
- Track tasks, follow-ups, and reminders — and nudge people when needed
- Use tools like Google Calendar, Gmail, Notion, Slack, ChatGPT, Dropbox, and Calendly

THE PERSON

- 5+ years of experience in an executive support, administrative, or operations role
- Experience in fast-paced small businesses or startup environments is a big plus
- Exceptionally organized, efficient, and proactive, you get things done before they're asked for

- Strong writer and communicator, sharp, casual, professional when needed
- Tech-savvy and AI-curious, you love learning new tools
- Excellent with logistics, scheduling, and planning
- Friendly, humble, professional, no task is too small, no detail too minor
- A natural problem solver who helps make things easier for others
- Comfortable supporting a high-energy, fast-paced founder
- Bonus: event planning experience or light marketing background

WHY MAVERICK

- Comp: \$25/hour, 20–25 hours per week
- Flexible hours with an emphasis on a results-driven culture
- Maverick HQ is in Winter Park, FL, we are in the office on Tues and Thurs
- Annual home office equipment reimbursement (courses, conferences, and more, \$250)
- Strong purpose-filled culture with regular team events and activities

TO APPLY: Head over to <https://tinyurl.com/Maverickcareers> and click some buttons!