



Guardian Defense Job Description

JOB TITLE: **ADMINISTRATIVE MANAGER**

JOB TYPE: Independent Contractor

REPORTS TO: Vice President

SUPERVISES: None

POSITION DESCRIPTION:

The Administrative Manager's primary responsibility is to assist the Vice President in all aspects related to Guardian Defense. This includes posting on social media, advertising, writing and publishing blogs, logging financials, and communication with instructors.

This opportunity is available as either a full-time or part-time position.

Location: Candidate should reside within 45 miles of zip code 33427.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Logging/collect/file employee paperwork, financials and other items
- Scheduling and communication of meetings with instructors
- Scheduling of travel for out of county and state contracts
- Write/publish/edit blogs on recent training or relevant topic
- Write/post/edit advertisements and news on social media platforms regularly
- Write/publish/edit advertisements through email lists and alternate means of advertising
- Maintain up-to-date office and training supplies
- Keep regular communication with Vice President and meet weekly

WORKING CONDITIONS:

Work is performed at home and at Guardian Defense's office. Administrative Manager must have an adequate home office that is separated from their primary living area and includes their own computer, internet access, and cell phone. This position requires reliable transportation. Administrative Manager should not be performing any other tasks while working such as childcare, or other home-based positions. Administrative Manager must be available to meet weekly with the Vice President.



QUALIFICATIONS:

- Passion for making our schools and workplaces safer
- Dedication to promoting our mission of empowering others
- High School Diploma

COMPENSATION:

This position will be paid per hour by check.

This position provides no benefits, such as health insurance. If the independent contractor has been compensated \$600 or more in one calendar year, they will be provided with a 1099 by January 31st of the following calendar year.

HOW TO APPLY:

- Complete a job application at <https://guardiandefenseplan.com/careers/>
- Email job application and resume to the Administrative Manager at admin@guardiandefenseplan.com
- Include position applying for and availability