

Britneigh Hammill

Virtual Assistant

The packages I offer are meant to meet your needs, no matter what. Services can be retained hourly or in a package. Don't see what you're looking for below? Contact me for a customized package!

Gold Package

You really need weekly support and want to free up significant time to focus on your business and client growth. This package is created to help you execute your business strategies. It can be used for ongoing help, or as a one-time project.

30 hours per month

\$875/month

Included:

- General Administration
- Customer service
- Client relationship maintaining and outreach
- Internet research
- Calendar management
- Inbox management
- Scheduling (personal and client)
- File management/organization
- Preparing presentations, general organization only
- Email marketing/Newsletter
 - Basic weekly Newsletter distribution (creation as an option after Client Intake Meeting)
 - Basic graphics (using Canva or templates already created)
 - Basic layout design (using Constant Contact of Kit)
 - List management; organization, removing outdated, inactive or invalid email addresses to help deliverability and open rates
- Social Media:
 - Accounts managements; Facebook, Instagram,
 - Content publication
 - Content scheduling
 - Basic graphic creation (using Canva-)
 - Monthly analyzation and reporting
 - Community management
 - Social media ads
 - Social media clean-up
- Website/Blog Support.
 - Updating blog post (copy already created)
 - Proofreading
 - Keeping website up to date in formatting
 - Basic website setup and design (using Wordpress or Wix)
 - Landing page setup
- Event Management
 - General assistance or lead event planning
 - Organization and coordination
 - Logistics and scheduling
 - Marketing and budge management

Final agreement of services will be included in contract before services begin