

# We're Hiring



## Personal Assistant

to the Founder, Jill Hudson



**Location:** Remote, although face-to-face meetings are an essential part of the role. Must be based on the East Coast.

**Country:** America

**Company:** Hudson Publishing Company

**Reporting to:** Founder and CEO

## About Hudson Publishing Company

Hudson Publishing Company is a new and dynamic publishing house committed to empowering women to bring their creative visions to life across all forms of media. We foster an inclusive and supportive environment that champions innovation, storytelling, and collaboration.

As we are putting our growth plans into motion, we are seeking a highly organized and motivated Personal Assistant to support our Founder, Jill Hudson, in managing her busy schedule and helping her achieve the company's ambitious goals.

## Job Description

The Personal Assistant will work closely with Jill Hudson, providing administrative, marketing and strategic support to ensure her day-to-day operations run smoothly. The role requires discretion, efficiency, and a proactive approach to problem-solving.

## Key Responsibilities

### Administrative Support

- Manage the Founder's calendar, including scheduling appointments, meetings, and events.
- Coordinate travel arrangements, itineraries, and accommodations.
- Handle correspondence, emails, and communications on behalf of the Founder.

### Project Coordination

- Assist with the management of internal projects, tracking deadlines, and ensuring timely completion.
- Serve as a liaison between the Founder and internal/external stakeholders.
- Support the Founder in organizing book/media/app launches, media campaigns, and events.

### Personal Assistance

- Handle personal tasks and errands to support the Founder's work-life balance.
- Maintain confidentiality and professionalism when dealing with sensitive information.

### Research and Writing

- Conduct research to support the Founder's initiatives, including social promotions and media campaigns.
- Draft emails, social posts and more, as needed.

### Operational Support

- Organize and maintain files, documents, and resources.
- Support the Founder in hiring, onboarding, and managing team members.
- Assist with budgeting and expense tracking related to the Founder's activities.



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## Qualifications

### Experience:

This is an entry level role but requires initiative and hard work. Our founder is incredibly busy and needs someone who can act fast and is committed to their work.

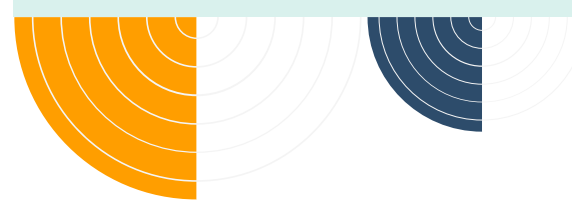
### Skills:

- Exceptional organizational and time-management skills.
- Excellent written and verbal communication.
- Proficiency in Microsoft Office, Google Workspace, Dropbox.
- Strong social media skills and an interest in building communities.
- Creative thinking is essential given the vast array of information we publish for varied avenues.
- Strong research and problem-solving abilities.

### Personal Traits:

- Discretion and trustworthiness with confidential information.
- A proactive and adaptable mindset.
- Ability to multitask and prioritize effectively under pressure.


## Benefits

- Starting salary of \$42,000.
  - Flexible working hours.
  - Opportunities for professional development.
  - A chance to work closely with an inspiring leader in a creative and empowering industry.
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## How to Apply

Interested candidates should submit their resume, a cover letter detailing their experience and interest in the role, and at least two professional references to [hello@hudsonpublishingcompany.com](mailto:hello@hudsonpublishingcompany.com) with the subject line: **"Personal Assistant Application – Hudson Publishing Company."**



DURHAM | FLORIDA  
[www.hudsonpublishingcompany.com](http://www.hudsonpublishingcompany.com)

Applications will be reviewed on a rolling basis, so early submissions are encouraged.

Hudson Publishing Company is an equal opportunity employer and celebrates diversity in all its forms.

