



Assistant to CEO

Employment Ad

Healing Harmonies is seeking an experienced part-time Assistant to the CEO to step into this new role within our small and growing business. Join our dynamic team of board-certified music therapists and licensed art therapists to impact the quality and joy within their lives. We are a rapidly growing private practice, providing services to Milwaukee, Waukesha and surrounding Counties. Our philosophy is highly patient-centered, and our mission is to make quality music and art therapy services accessible to those of all abilities/disabilities throughout our community. We are honored to be the conduit for these powerful therapies, humbly serving others with the goal of impacting the lives of all that may be in need of maintaining or improving their health and/or quality of life through the power of music and the arts.

The ideal candidate will support our CEO by way of administrative tasks allowing for the detail work to be handed to you for completion. Additionally, this role requires a customer forward capacity to include correspondence for scheduling and team communications. Your previous experience will demonstrate success in supporting an executive level individual by assuming tasks that create save time and calendar freeing results.

The Assistant to CEO's day to day includes project coordination to track, organize and progress on-going growth initiatives, timely distribution and collection of sales documentation, and marketing efforts. You will work directly with CEO to assess priority and tasks that can be easily taken over and resolved.

Projects include program and marketing documentation formatting, technology research and solution implementation, follow up calls and email to clients, contacts and vendors, community event, business event and travel arrangement support, and additional tasks. Occasional personal task assistance may be required as well. This role will be working independently and collaborate as a part of the Healing Harmonies team by exemplifying professionalism and compassion in all interactions.



Responsibilities include:

- Proactively manage and complete the day-to-day projects as assigned within the project management system
- Schedule and correspond to expedite CEO responsiveness and facilitate client/contact needs.
- Proactively monitor and update the CRM system to ensure effective contact data, email automation and marketing systems are complete and accurate.
- Coordinate new client documentation in collaboration with Office Coordinator
- Track and monitor employee documentation to ensure all returned completed and timely.
- Research and assist with coordination of events, speaking gig and travel needs.
- Support continued program resources and training development as well as all administrative needs.
- Spearhead new platform and system solution possibilities as identified by CEO.

Ideal Candidates will:

- 3 years minimum administrative experience directly support Executive or C-level.
- 3 years minimum marketing support experience.
- 3 years project coordination experience.
- Excellence working with Microsoft Word, Adobe PDF and online documentation sharing solutions
- Excellence in details and organizational skills
- Comfort using a wide variety of online solutions for business including video conferencing.
- Possess strong follow up skills
- Demonstrate strong verbal and written communication skills.
- Display professionalism and patience for those learning.
- Have professional experience using instant messaging systems.

Preferred, but not required:

- Healthcare, music, art or therapeutic industry experience
- Video conferencing familiarity





Healing Harmonies LLC.

Benefits and compensation: This full time position is hourly and pays \$23-\$28/hour dependent upon experience. Benefits include mileage reimbursement if traveling to complete tasks, retirement match at 3%, short term disability policy, and employee assistance program if working a minimum of 20 hours per week. Should this position grow to full time at any point, increased benefits will be discussed. Must be able to pass background check.

Please send a current resume and a cover letter including a paragraph about why you are looking for work RIGHT now and in this industry to info@hhmusictherapy.com with "Attn: Hiring" in the subject line.

Healing Harmonies, LLC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

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