



Entrepreneurial Apprenticeship

COMMON
THREAD
COLLECTIVE

About Us:

The heartbeat of the Common Thread Collective (CTC) is far from your traditional marketing agency because we aren't a marketing agency. The traditional model is broken and we think differently. We are a digital sales agency passionate about helping entrepreneurs achieve their dreams.

In service of our clients, our focus on digital strategy, creative arsenal, and relationships uniquely aligns client dreams to our skill set driving revenue, growing brand awareness, and executing mission statements. We don't just sell stuff online, we invest in and help make our clients' dreams into reality. Pretty cool, huh?

In caring for our people, dream chasing and dream catching pulse through our office walls. A core value of CTC is that we are all entrepreneurs of our own life and as such we encourage play, promote curiosity, and help build each other up. To be better at our craft of digital sales, we strongly believe that investing in YOU will make CTC better overall.

A job, is a job, is a job. At CTC we don't hire for jobs, we build careers as a catalyst for your future self. We believe in who we hire so much that we offer all of our full-time employees:

- Full health, dental, and vision benefits that fit your lifestyle and goals.
- 401k program with a 3% company match (post 90 days employment) to bring out the investor inside you.
- 4 weeks of paid time off on top of Holidays, your Birthday and the week of Christmas paid. Go get your R&R on so when you're at CTC you're firing on all cylinders.
- A wellness reimbursement program that inspires 360 degrees of health: mentally, physically, and spiritually.
- Two monthly sessions to tell a licensed MFT therapist your dreams as an entrepreneur in our Tell Me Your Dreams (TMYD) program. To top it off, we provide you with resources to realize your dreams through our Dream Fund.

About the Position:

The Entrepreneurial Apprenticeship (EA) is unlike any other position at CTC. This fixed-term position serves as the right-hand support to all of the partners at Common Thread Collective. Directly reporting into the Managing Partner, the EA's fundamental responsibility is to ensure the administrative needs of the executives are met, to help to track towards the achievement of personal and company-wide goals and work in support of each arm of the business to main the overall health of the company. The EA is a vital contributor to company process, decision making, efficiency and organization. Ensuring people are where they are supposed to be when they are supposed to be there is crucial for this role.

In this role, you will have a combination of traditional executive assistant responsibilities with the unique opportunity to contribute in partner meetings, executive off-sites, and board meetings. **If you have aspirations of being an entrepreneur, you will not find a better way to gain insight into the intimate function of an organization than this role.** The goal is for someone to serve in this role for up to 1 year before being reassigned within the organization based on specific skills and dreams.

Communicate | In order to effectively navigate the ever-changing landscape of the workplace and to help entrepreneurs truly achieve their dreams, one must be willing to communicate honestly and frequently in a way that moves business forward. Here at CTC, we value open and transparent communication by way of praise and encouragement as well as constructive and useful feedback. For the EA specifically, it is important to be able to maintain confidential information but also be the liaison between the executive team and CTC.

Coordinate | The EA is a traffic controller. You believe it is important to be able to understand the growing needs of the business and manage many fluctuating timelines, projects and meetings in order to maintain positive movement towards the company goals. At CTC we are dedicated to the pursuit of learning through efficiency and innovation and do not participate in broken process rather finding ways to coordinate time to grow collectively as a team.

Anticipate | Anticipating the needs of CTC wins over reacting to the needs of CTC, every time. As the EA we're depending on you to be forward thinking and mindful in approach considering timeline, questions, and long term solutions. Solving for the here and now is only a bandaid for the present, we're looking to anticipate what's to come for the future and CTC and its entrepreneurs. Understanding the mindset of the partners and the employees to further forecast the changing landscape of clients and how we can generate more CTC revenue and growth. You are not here to simply respond to requests, you are here to anticipate needs and solve for them ahead of time.

Learn Quickly | We want somebody who will make the most of this opportunity. You should have an insatiable appetite for learning. You should be unafraid to ask questions and be eager to soak up every crumb of information that you can. You will be expected to quickly understand complex topics in order to be able to contribute to conversations and planning.

About You:

We hire for effort and interest at CTC and have found that successful EAs encompass:

- DEEP PASSION FOR ENTREPRENEURSHIP AND LEARNING
- Couldn't care less about your degree or education. We want effort and interest.
- Must have a unique combination of humility (willing to do the dirty work) and ambition (vision for what your future holds)
- Experience with managing up and creating a culture of teamwork and collaboration.
- Ability to maintain confidential information
- Strong interpersonal skills are essential

- Google expert in Drive and Calendar
- Strong desire to learn
- Self starter / entrepreneurial minded person
- Skilled in ASANA or relevant project management software preferred
- Exceptional written and verbal communication skills.
- Ability to organize, prioritize and manage multiple tasks with great attention to detail
- Ability to complete short-term and long-term goals in a proper manner
- BONUS: Have a side hustle or business you are attempting to grow

