



## Executive Operations Coordinator

Part-Time • Permanent

Hybrid • Savannah, GA USA

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### Description

BrightSpark is a learning and development studio that creates bold, people-first training and service culture experiences for hospitality, tourism, and service-driven brands. We blend creativity, strategy, and heart to craft learning that feels vibrant, human, and full of spark.

We are a Savannah-based, remote-first company built on the values of community, inspiration, and fun. Our team thrives on warm communication, smart systems, and doing meaningful work with clients who care about people.

We are looking for a part-time Executive Operations Coordinator to join BrightSpark in a permanent role. This person will serve as a central support partner across executive operations, business development, admin, and light marketing tasks like supporting (not leading) social media scheduling and light engagement.

**Role Location:** Hybrid (Savannah, Georgia)

**Please Note:** We are unable to consider fully-remote candidates for this role. You must live in the Savannah or the local area and be eligible to work in the United States.

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### About the Role

The Executive Operations Coordinator is an energetic, highly organized, people-first professional who loves bringing structure to busy environments. You're the type of person who naturally turns chaos into clarity, keeps things moving, and communicates with confidence and kindness.

You will support the CEO directly while also contributing across business development, client communications, social media support, and day-to-day operations. Most of your work will be remote, but we meet in person one day each week in Savannah for focused work sessions, collaboration, and planning.

You'll be an essential part of how BrightSpark runs: protecting time, supporting client projects, helping manage inbound enquiries, coordinating outreach, scheduling, organizing files, and keeping our systems flowing smoothly. This role is perfect for someone who loves variety and enjoys being the person who quietly makes everything work.

You will be hands-on with digital learning, visual design, layout work, and content structuring. This is a role where curiosity, creativity, and attention to detail will help you thrive, and you'll have support and mentorship to sharpen your craft every step of the way.

## **You can expect to:**

### **Make the Complex Simple**

- Bring order, clarity, and structure to inboxes, calendars, tasks, and workflows
- Maintain organised digital files, documents, and SOPs
- Help keep projects on track through light ClickUp (PMS) administration

### **Support with Heart**

- Serve as a warm, thoughtful first point of contact for clients and partners
- Draft and send professional, friendly client communications
- Assist with scheduling, coordination, and logistics

### **Communicate Clearly**

- Respond to inbound business enquiries with professionalism and personality
- Assist with drafting outreach emails and follow-up sequences
- Communicate proactively with the CEO about priorities, deadlines, and needs

### **Bring Order to Chaos**

- Keep tasks, reminders, and follow-ups running smoothly
- Help manage CRM updates, lead tracking, and BD workflows
- Support proposal preparation and capability deck formatting

### **Drive Momentum**

- Help prepare social media posts based on existing content
- Schedule social posts using Buffer
- Upload Reels/TikToks drafts and assist with newsletter setup
- Keep the CEO organised, supported, and focused on the highest-value work

### **Solve Problems Before They Happen**

- Anticipate needs and take initiative without waiting to be asked
- Research solutions, tools, or options to support smarter working
- Look for opportunities to streamline systems and simplify processes

## **Software you should be comfortable working in:**

- Microsoft 365 (you should be an expert in this!)
- ClickUp or similar project management tools (This is a really important skill to have)
- Calendaring and/or booking systems
- Brevo CRM (or similar)
- Wix (light website support)
- Buffer or similar social media schedulers (this is a nice to have)

## **The perfect person for this role has:**

- Experience as an Executive Assistant, Operations Coordinator, or Business Support specialist
- Strong organisational instincts and a love of systems
- Warm, friendly, people-first communication
- A proactive, self-starting approach
- The ability to juggle multiple tasks without losing detail
- Confidence researching, figuring things out, and problem solving
- Comfort handling both business and occasional personal admin
- Experience supporting social media scheduling and light engagement
- The ability to commute to Savannah weekly for in-person collaboration
- A calm, supportive, solutions-first mindset

## **Nice to have:**

- Experience in hospitality, service, or client-facing environments
- Experience supporting small businesses or creative studios
- Familiarity with newsletters, CRM workflows, or light marketing coordination

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## **Be who you are with us!**

BrightSpark is committed to building an inclusive, supportive, and joyful working culture. We welcome applicants of all backgrounds and lived experiences. If this role excites you, even if you don't meet every single requirement, we encourage you to apply.

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## Working Arrangement

- Remote-first (Monday–Friday)
  - One in-person coworking day per week in Savannah
  - 24 hours per week, with flexible scheduling
  - Must be based in the Savannah / Lowcountry region and able to commute weekly
  - Permanent part-time position with ongoing development and involvement across the business
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## Contract Terms

- **Type:** Permanent, part-time employee
  - **Hours:** 24 hours per week, flexible within agreed parameters
  - **Compensation:** Competitive hourly rate, based on experience
  - **Benefits include:**
    - Flexible working hours
    - Health insurance allowance
    - 40 hours of Flex Time per year
    - Technology stipend
    - Workers' compensation
  - **Equipment:** Use your own device; tech stipend provided
  - **Start date:** As soon as the right person is found
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## Interested? Here's how to apply:

Please send:

1. Your resume
2. A short message sharing why you feel like this is the role for you!
3. Your earliest possible start date

Email everything to **careers@teambrightspark.com** with the subject line "**Executive Operations Coordinator Application**".

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## **What happens after you apply?**

We review applications on a rolling basis. Shortlisted candidates can expect:

- A conversation with Ewan, our CEO & Founder
- A super simple exercise or work sample review to see how you work

We aim to keep the process friendly, transparent, and human.