

KLAUT Ventures

Job Title: Integrator/Executive Assistant

Business Overview: Katrina Lautenschlager (KLAUT) Ventures

Katrina Lautenschlager (KLAUT) Ventures encompasses a range of impactful ventures across diverse industries, each driven by a commitment to innovation, excellence, and making a difference. Joining this team means contributing to an array of ventures focused on personal empowerment, agriculture, marketing, philanthropy, and real estate investing. These business ventures are at varying stages from pre-launch, start-up, to long-standing and well-established, providing an unique opportunity to be a part of both building and scaling businesses. Here's an overview of the ventures and vision for each:

- 1. EmpowerU Academy:** A comprehensive platform offering courses, coaching, and events focused on personal development and entrepreneurship. The academy aims to empower individuals to reach their full potential.
- 2. Rae of Change: Lucy's Legacy:** A non-profit organization dedicated to raising awareness about substance abuse, mental health, and addiction prevention. The foundation honors Lucy's legacy by advocating for addiction and mental health education, supporting affected individuals and families, and promoting policy reform.
- 3. Lautenschlager & Sons Red Angus/KLAUT Cattle Company:** A well-established working cattle ranch and wheat farm that continues to innovate and grow. The ranch is committed to top-tier cattle breeding and sustainable agricultural practices.
- 4. Paradise on the Palouse:** A forthcoming Western guest ranch that offers unique experiences including cabins, event spaces, orchards, winery, and outdoor activities. The guest ranch aims to celebrate the Palouse region's beauty and western heritage.
- 5. Rancher Profiles:** A marketing and design agency catering primarily to agricultural and rural businesses, supporting clients in branding, marketing, and digital strategies.
- 6. KLAUT Marketing:** A cutting-edge marketing agency serving businesses across diverse industries. KLAUT Marketing specializes in strategic branding, digital marketing, and campaign management, helping clients achieve and exceed their marketing goals.
- 7. Real Estate Investing:** An active pursuit in real estate investments, targeting multi-family apartment buildings and single-family properties in prime locations, alongside and aligning with a strategic approach to acquire additional farm/ranch land.
- 8. Personal Brand:** Katrina's personal brand is dedicated to inspiring others, hosting a podcast, advocating for freedom and personal empowerment, and sharing insights on entrepreneurship and growth mindset.

Joining this dynamic ecosystem offers a unique opportunity to contribute to multiple ventures, each with its own set of challenges and prospects. Team members are part of a collaborative environment that fosters innovation, growth, and a collective commitment to impactful work.

Position Overview:

Join the growing team as an Executive Assistant and play a pivotal role in supporting Katrina Lautenschlager across her diverse ventures. This role is an exciting opportunity to work closely with a visionary leader, assisting in strategic planning, operations management, and project coordination across multiple businesses.

The purpose of this role is to work directly with the CEO to manage schedules and communications. This role will work to coordinate and organize appointments, meetings, travel, and much more. Your role will be to ensure every detail of the daily duties for the CEO are coordinated between team members and the leadership team. This is a critical role, dedicated to ensure a smooth running process for our Leadership, Sales and Operations. This is a highly strategic position, where tasks and routines will transition quickly and strong versatility is a must.

Key Responsibilities:

- Support Katrina in developing and executing strategic plans for all ventures, ensuring alignment with overarching goals.
- Oversee day-to-day operations, streamline processes, and enhance overall efficiency.
- Manage projects across different ventures, ensuring deadlines and objectives are met.
- Act as a central point of contact for internal and external communications, fostering collaboration and effective information flow among team members in different ventures.
- Complex calendar management including scheduling meetings, appointments, and travel, organizing Katrina's schedule to prioritize tasks and meetings.
- Conduct market research and analysis to inform decision-making processes and identify growth opportunities.
- Assist in organizing events, launches, and initiatives across all businesses.
- Provide personal assistance as needed to alleviate administrative burdens.
- Understand all key dates, commitments, and complexities of the CEO's calendar.
- Wardrobe organization and selection for events, photo shoots, and content creation videos.
- Travel purchases and itinerary planning.
- Catering arrangements as needed.
- Communicate internally and externally on behalf of the CEO - must have the ability to relay the CEO's vision and mission with all correspondence.
- Personal and professional task management - to include items such as research, light errands, shopping, purchasing gifts, etc.
- Provide support during live events, including scheduling and creating events online and in-person and support throughout.
- Assist with content creation and social media management across various accounts.

Results:

- Maintain an organized calendar, with no overlap in meetings or appointments.
- Completed tasks and projects with a high level of efficiency, accuracy, and confidentiality.
- Ensure all of the CEO's email inquiries are responded to by the end of the day each day and checked 3 times (morning, afternoon, evening) throughout the day.

Requirements (Expected Proficiencies):

- Proven experience in an executive support role, preferably within a multi-faceted business environment
- Exceptional organizational, multi-tasking, and time-management skills
- Strong communication and interpersonal abilities
- Proficiency in project management and strategic planning
- Ability to work independently, take initiative, and prioritize tasks effectively
- High level of discretion and confidentiality
- High school diploma or equivalent
- Self-driven and proactive nature
- Familiarity with email, internet, Apple OS, Google Apps
- Excellent written and oral communication skills
- Passion for exceptional customer service
- 2 (minimum) years of Customer Service
- Clean criminal background check
- Valid driver's license and reliable vehicle
- Fluent in English, both speaking and writing

Additional Information:

- Location: West Richland, WA + Remote, Tri-Cities/Eastern WA
(Typically Fridays In-Person in West Richland, Remote Work Otherwise)
- Employment Type: Full-time
- Compensation: Competitive salary based on experience

If you're a proactive, versatile individual excited about supporting a visionary leader in various ventures and contributing to their growth and success, we encourage you to apply! Please submit your resume, application, 2-3 references, and a cover letter outlining your relevant experience and why you're an ideal fit for this role.

KLAUT Ventures Job Application

Position: Integrator/Executive Assistant

Please submit this complete application along with your cover letter, resume, and 2-3 references to katrina@rancherprofiles.com.

Personal Information

- Full Name:

- Email Address:

- Phone Number:

- Address:

- LinkedIn Profile (if available):

Professional Experience

1. **Previous Roles:** Please detail your previous roles and responsibilities, especially any experience working in a capacity that involved streamlining operations, implementing strategic plans, and supporting high-level executives.

2. **Visionary-Integrator Relationship:** Describe your understanding of the roles of a Visionary and an Integrator in a business setting. How do you envision yourself complementing a visionary leader?

3. **Process Improvement:** Share examples of your experience in streamlining operations or improving processes in a previous role. What methodologies did you employ, and what were the outcomes?

Skills and Qualifications

1. **Leadership Style:** Explain your leadership approach. How do you ensure effective collaboration and communication within a team?
2. **Problem-solving Abilities:** Illustrate a challenging situation you faced in a previous role and how you navigated and resolved it.
3. **Organizational Skills:** How do you prioritize tasks and ensure that projects remain on schedule?
4. **Project Management:** Describe your experience managing multiple projects simultaneously.

Fit with the Culture and Vision

1. **Alignment with Values:** How do your personal values align with the mission and values of Katrina Lautenschlager Ventures?
2. **Vision and Strategy:** How do you envision contributing to the overall growth and success of a diverse business ecosystem like Katrina's ventures?

3. **Adaptability and Flexibility:** Share an example of a time when you had to adapt to unexpected changes or shifts in priorities. How did you handle it?

Additional Information

1. **References:** Please provide at least two professional references along with their contact information.

2. **Why Katrina Lautenschlager Ventures?:** What about our ventures and vision resonates with you, and why are you passionate about this role?

3. **Salary Expectations:** Please provide your salary expectations for this role.