



NOW HIRING

Executive Assistant to The Real Jason Duncan

REMOTE (US-BASED) · PART-TIME

Direct support for the founder of The Exiter Club. You keep things running so Jason can focus on what matters most.

LOCATION	HOURS	PAY	TRAVEL
Remote (US)	~20 hrs / week	\$30 to \$40 / hr	Nashville, 3 to 6x / yr

SECTION ONE

A Day in the Life as Jason Duncan's Executive Assistant

Jason Duncan is a 2x TEDx speaker, #1 bestselling author of *Exit Without Exiting*, and founder of The Exiter Club, a high-ticket mastermind for entrepreneurs building \$3M+ businesses. His personal brand, The Real Jason Duncan, is built on exposing the lies people believe about business, money, and success, and revealing the truths that actually set them free.

This role puts you at the center of that mission.

The Role in One Sentence

You keep things running so Jason can focus on what matters most.

Jason operates as an Owner-Investor. He sets the vision, creates content, and helps deliver high-value client experiences. You keep everything else running smoothly behind the scenes.

What You'll Own

Member Experience

The Exiter Club serves successful entrepreneurs who pay premium fees and expect premium service. You're their primary point of contact. You onboard new members, answer questions, send reminders, coordinate with coaches, and make sure every interaction reinforces why they're here. They should feel like VIPs. They should wish you were their EA.

Operations & Coordination

Calendar, email, travel, team coordination, vendor relationships, you keep the machine running. You'll coordinate across members, coaches, vendors, contractors, systems, and moving priorities simultaneously. You're not waiting for instructions. You're anticipating what needs to happen and handling it before anyone has to ask.

Events

Workshops, retreats, dinners. You own the logistics: venues, catering, RSVPs, day-of execution. These are high-touch experiences and you make sure they run flawlessly.

Podcast & Visibility

Jason hosts The Real Jason Duncan Podcast. You screen guests, manage bookings, prep materials, and ensure recordings happen smoothly. You also help get Jason booked on other shows and stages.

What Makes This Role Different

You'll do more than complete tasks. You'll anticipate what needs to happen and make sure it gets done.

You'll work directly with Jason, no layers, no bureaucracy. You'll interact daily with successful entrepreneurs, certified coaches, and strategic partners. You'll have real responsibility and real autonomy.

The goal is simple: Jason stays focused on high-value work because the details are handled. When this role is done well, he never has to wonder if something got done.

The Bottom Line

If you want real responsibility in a growing business instead of getting buried in corporate hierarchy, this might be for you.

You'll work directly with the founder. You'll serve high-caliber clients. You'll have impact.

And if you're excellent, there's room to grow with us.

SECTION TWO

Job Description

Position Overview

Executive Assistant providing high-level support for approximately 20 hours per week. You'll work directly with Jason, serve as the primary liaison for Exiter Club members, and handle the details that keep everything on track. High trust, high autonomy.

Core Responsibilities

Member Experience

40%

Professional liaison for Exiter Club members. Onboarding calls, member communications, attendance tracking, welcome packages, and ongoing support. Coordinate with XOS certified coaches. Ensure members feel like VIPs at every touchpoint.

Operations & Executive Support

30%

Calendar management, email triage, travel coordination, team coordination, and operational follow-through. Create and improve SOPs. Handle correspondence. Solve operational challenges before they become problems.

Events

15%

Support quarterly workshops, retreats, and dinners. Venue coordination, catering, RSVPs, and day-of logistics. Travel to Nashville 3 to 6 times per year for events (expenses covered). Workload increases seasonally around events.

Podcast & Visibility

15%

Manage The Real Jason Duncan Podcast: screen and book guests, prepare show notes, join recordings as producer. Coordinate guest thank-you gifts. Research and pitch opportunities for Jason to appear on other shows and stages.

Requirements

Experience

- 5+ years supporting executives or entrepreneurs
- Track record with high-touch client service
- Event coordination experience
- Financial operations familiarity (invoicing, billing — no bookkeeping required)

Skills

- Exceptional written and verbal communication
- Proactive problem-solver who sees what needs doing and handles it
- Ability to manage complexity without getting overwhelmed
- Detail-oriented and organized
- Professional presence on calls and in person
- Comfortable in a faith-friendly work environment
- Tech-savvy, including AI tools (ChatGPT, Claude)
- Wants to grow, this role has room to expand as the business grows

Logistics

- **Schedule:** ~20 hours/week average, flexible. Workload flexes seasonally around events and travel. Available M-F during Central Time business hours for urgent needs.
- **Location:** Remote (US-based). Occasional travel to Nashville for events (expenses covered).
- **Technology:** High-speed internet, professional home office, video conferencing setup. Google Workspace proficiency required; Asana, Go High Level, Stripe, FluidPay, Zoom, Signal, and Canva preferred. Training provided as needed.

Compensation

- \$30 to \$40 per hour based on experience
- Flexible schedule
- Room to grow as the business expands

HOW TO APPLY

The Hiring Process

We are running a structured process so the right candidate finds us, and so we honor every applicant's time. Here is what to expect.

1 Submit Your Resume and Cover Letter

Click the Apply button at the top of this page to submit your application. The cover letter matters most. Tell us why this role, why now, and why you.

*If you are viewing a printed or PDF version of this page, send your resume and cover letter to **apply@therealjasonduncan.com** (cc: gabrielle@thewaxenbergagency.com) with the subject line "Executive Assistant Application."*

2 Culture Index Assessment

If your application meets the guidelines for the role, you will be sent a link to take the Culture Index assessment. It is short and helps us understand how you naturally operate.

3 Short Video (Up to 3 Minutes)

If the Culture Index shows a possible match, you will be asked to submit a short video, three minutes or less, answering five questions. Record this video from your home office so we can see your workspace and setup. Do not use a teleprompter or read from a script. We want to hear you speak naturally in your own words. The goal is to see how you communicate and get a feel for fit before scheduling time with Jason.

- Why are you interested in this position?
 - Why do you think your skill set would work in this role?
 - Why do you think you would enjoy working with Jason and The Exiter Club as his Executive Assistant?
 - What is one moment in your work history that best shows how you operate at your best?
 - Anything else that would help us see what makes you stand out from other candidates.
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4 Application Questionnaire

After we review your video, you will be invited to complete a detailed questionnaire. This covers your background, experience, technology proficiency, work style, and how you would handle real scenarios you might encounter in this role. It takes 20 to 30 minutes to complete thoughtfully.

5 Zoom Interview with Jason

Candidates who complete the questionnaire successfully are invited to a formal Zoom interview with Jason directly.

A note on who you will hear from. The Waxenberg Agency, run by Gabrielle Waxenberg, is managing this search on Jason's behalf. You may interact with Gabrielle or her team before connecting with Jason and his team directly. They are an extension of us, treat any contact from them the same way you would treat contact from Jason.

TRJD Enterprises, LLC is an equal opportunity employer committed to creating an inclusive environment where all team members can thrive while maintaining our core values and mission.

Ready to Apply?

Submit your resume and cover letter to apply@therealjasonduncan.com. The cover letter matters most.

Apply online: therealjasonduncan.com/careers/executive-assistant