



Erin Dooley


MILLENNIALS IN MINISTRY


Virtual Assistant Services

Your Ministry, My Mission: Virtual Assistance for the Modern Era


Erin Lashley (Dooley), the visionary behind Millennials In Ministry Virtual Assistant Services, combines pastoral leadership, strategic brand development, and unparalleled administrative skills to offer top-tier virtual assistant services. With a rich background that includes her impactful work at The Smithee Group and the success of her 'Millennials In Ministry' podcast, Erin brings a comprehensive skill set to the table. Her expertise spans content creation, social media management, branding, financial administration, event planning, and strategic development, making her a multifaceted professional with creative vision and operational efficiency. With more than a decade of experience in brand strategy, podcast production, and business management, Erin stands out as an exceptionally qualified partner for those seeking virtual assistant services. Her ability to exceed the ordinary in meeting her clients' administrative and strategic needs is backed by a commitment to professionalism and deep insight, making her an invaluable asset to any project or organization.

**Get in Touch
with Me**

 Remote (Phoenix, AZ)

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Administrative and Executive Assistance:

Scheduling appointments, making phone calls, booking travel, and managing calendars. These tasks are time-consuming for busy entrepreneurs and are easily delegated to a virtual assistant.

Project Management and Organization:

Overseeing projects, coordinating with team members, and ensuring deadlines are met. This service helps small businesses execute projects efficiently without the overhead of a full-time project manager.

Email Management and Correspondence:

Handling email filtering, responding to inquiries, and managing newsletters. This service saves business owners significant time and helps keep their communications professional and timely.

Customer Service and Support:

Managing customer inquiries, feedback, and support tickets through various channels (email, social media, chat). Excellent customer service is vital for business reputation and customer satisfaction.

Bookkeeping and Financial Management:

Managing invoices, payments, and basic bookkeeping tasks. Keeping financial records in order is essential for any business, and outsourcing this can save a lot of hassle.





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Sales Support and CRM Management:

Managing customer relationship management (CRM) systems, following up on leads, and assisting with sales processes. This service supports the sales pipeline and helps maintain relationships with potential and existing customers.

Website Management and Basic SEO:

Updating website content, ensuring the site is running smoothly, and performing basic search engine optimization tasks. A well-maintained website is crucial for attracting and retaining customers.

Graphic Design and Multimedia Production:

Creating graphics for social media, websites, and promotional materials. Visual content is more engaging and can significantly enhance a brand's visibility and appeal.

Social Media Management:

Creating and scheduling posts, engaging with followers, running ads, and analyzing social media metrics. This is crucial for businesses looking to maintain a strong online presence.

Content Creation and Blogging:

Writing blog posts, creating content calendars, and SEO optimization. Content is king in digital marketing, and consistent, high-quality content drives traffic and engagement.





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Next Steps + Pricing


My virtual assistant services are available at \$50/hour, with custom monthly package deals also offered—please inquire for more details.


SCHEDULE AN INTRODUCTORY CALL

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