



SRB Works, LLC provides flexible work solutions to clients. Sometimes you need extra help, but don't want to, or can't afford to hire an employee. That's where SRB Works comes in. Whether long-term or short-term, for a single meeting or event, for multiple projects, or for long-term solutions, SRB Works can support your operations, advise on a variety of matters, and help fill staffing gaps and shortages. With more than 25 years of management and organizational experience, we are uniquely qualified to assist you.

### **What We Do**

- Support small business owners, executives, management, non-profits, Boards and committees
- Provide consulting services and expertise across a variety of areas; fill staffing gaps and shortages (long-term or short-term), and/or provide labor for temporary leaves or ramp-ups in workload

### **Examples of remote work performed (if you do not see it listed, ask!):**

- Formatting/editing/proofing of documents and presentations for internal and external use such as: reports and manuals, marketing and promotion materials, executive and Board or shareholder meetings, conference and speaking engagement presentations, etc.
- Coaching for professional speaking/presentations
- Calendar management and scheduling/prioritization
- Create an annual, or project-based calendar to help with planning and budgeting
- Expense reconciliation
- Virtual meeting support and detailed minutes (beyond what AI can give you – or, cleaning up/correcting AI products)
- Meeting/conference/event planning (planning for in-person or virtual events)
- Office management
- Onboarding/Orientation

- Drafting Standard Operating Procedures (SOPs)
- Drafting or updating manuals/guides, such as Board, Volunteer, and Staff, or basic homeowner maintenance guides
- Employee training/Skill building
- Budget consultation
- Workflow/Efficiency consultation
- Data entry
- Appointment/Speaking engagement scheduling
- Invoicing/Tasks/Tracking/Follow-up
- Travel/Vacation/Event itinerary development
- Event Audits: we review the contracts and expenses of events you've had and recommend areas where you can potentially save money in the future
- Contact management
- Project management duties
- Association management duties
- Electronic mail campaigns, reminders, etc.

### **What We Bring to You:**

- Help when you need it, via a remote independent contractor
- The ability to work independently and maintain confidentiality
- Attention to detail
- Knowledge, skills and experience across a variety of industries and types of organizations