

Title: Operations Coordinator

Schedule: Full time, Monday - Friday, 8 AM - 5 PM Pacific (US)

We have an exciting opportunity for a full-time, entry-level person to join our team as Operations Coordinator.

Responsibilities

As the Operations Coordinator, you will use a variety of software and web-based tools to record and edit audio, produce simple videos, track projects, publish content, perform quality assurance, and more.

The ideal candidate will collaborate with team members to record app content, work independently to produce content, be diligent in completing tasks and tracking progress of complex workflows, and be able to meet deadlines in a fast-paced environment.

Requirements

- Ability to learn new software quickly.
- Excellent writing, grammar and proofreading skills in the English (American) language.
- Excellent interpersonal and communication skills. Sense of humor will be a plus!
- Highly organized.
- Fast Internet (min 100 Mbps).
- Computer with a minimum of 16 GB of RAM.
- iPhone running a minimum of iOS 14.

About The Company

The Feeling Good App has been developed by Dr. David Burns, author of Feeling Good (more than five million sold) and one of the pioneers of Cognitive Behavioral Therapy, now the most widely practiced and researched treatment for depression in the world.

The results of early beta tests are extremely promising. Our team is passionate, and we hope you'll consider joining us!

Contact

Send your cover letter and resume to Alexis at alexisdowding@feelinggoodapp.com.

Please put **Operations Coordinator position** in the subject line of your email. Thanks!