

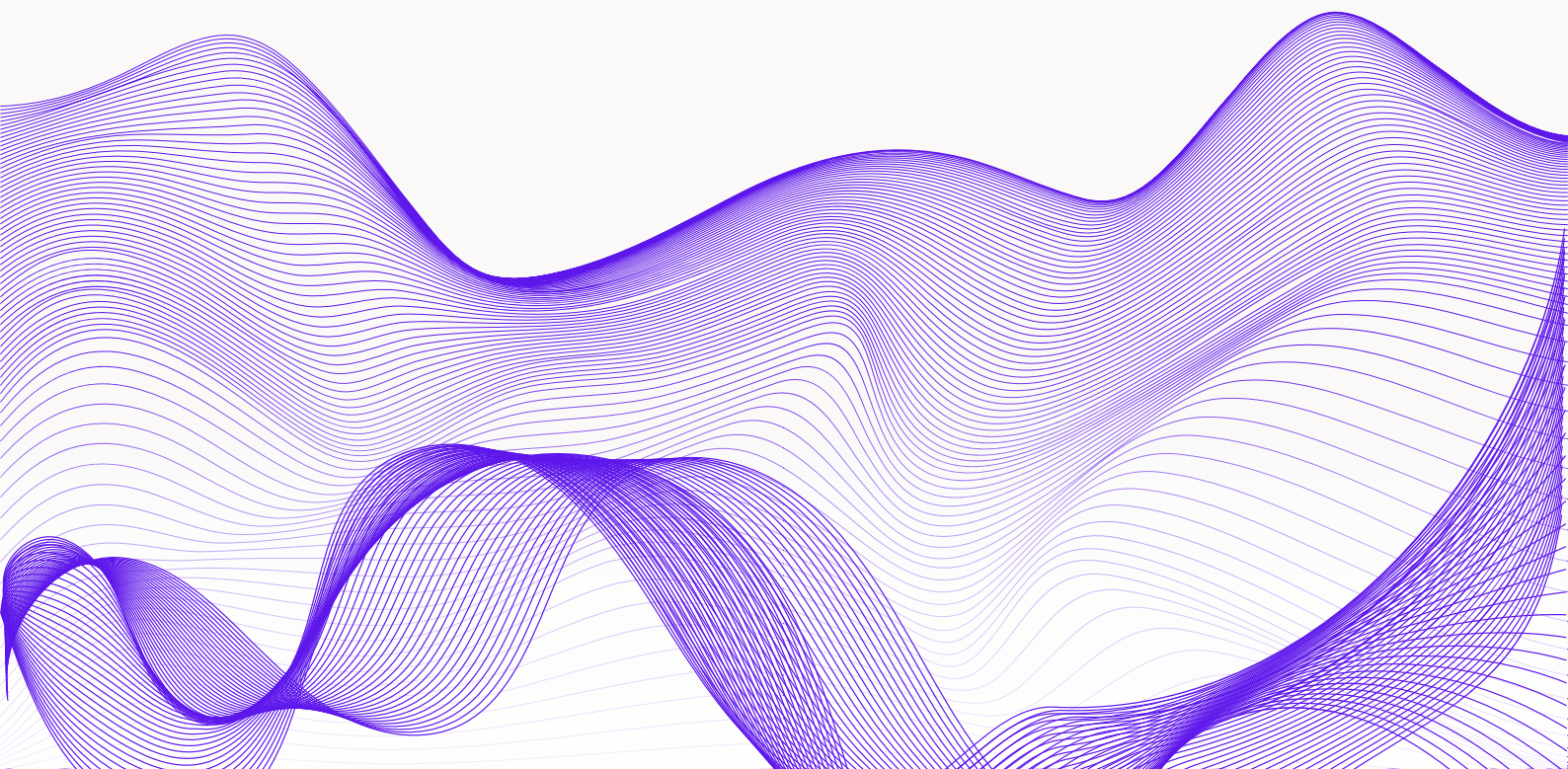
2026

SERVICES



our WORK

S U P P O R T



ABOUT *Founder*

Hi, I'm Kristi-Ann — founder of Soulll Work, LLC. I created Soulll Work because I understand how overwhelming it can be to carry both the vision and the day-to-day responsibilities of your work. As someone who has worked as an assistant/consultant across education, community programming, and operations, I know how much smoother things run when there is thoughtful, consistent support behind the scenes. I bring a mix of structure, strategy, and care into the work I do, supporting everything from administrative systems and communication to project coordination and event execution. I've had the opportunity to support community-based initiatives, coordinate partnerships, and help leaders stay organized while continuing to grow their impact. My goal is simple: to be a steady, reliable partner so you can focus on the work you're called to do.



SELECTED

Experience

I've supported a range of projects across community programming, events, and operations—bringing structure, coordination, and follow-through where it's needed most.

HBCU AccessFest

Supported coordination for a large-scale college access event serving 2,000+ attendees two years in a row. Managed communication across 30+ HBCUs, partners, and vendors, and supported programming, logistics, and outreach.

Atlanta HBCU Alumni Alliance 5K Run/Walk

Led sponsorship coordination and communications, developed the sponsorship deck, and helped secure \$30,000 in sponsorship funding through partner outreach and relationship management.

Atlanta Board of Education Campaign & Leadership Support

Supported campaign and ongoing leadership initiatives, including raising \$10,000 in donations, coordinating communications, and preparing award applications — contributing to multiple recognitions and honors.

Noble Clay Fitness (City of Refuge)

Led day-to-day operations and program coordination for a community-based fitness program supporting 50+ members. Managed the budget, onboarding systems, staff scheduling, communication, and ongoing participant engagement.

The Aytes Agency

Provided business, project management, and administrative support across initiatives (coordinating artists, managing deliverables, and supporting client and partner communications.)

Design

Supported clients in bringing structure and presentation to their work — designing and updating websites, creating newsletters, service & sponsorship packages, reports, decks, client summaries, flyers, and more.

Executive & Administrative Support

Provided consistent behind-the-scenes support for leaders and organizations—managing calendars, inboxes, documents, and organizing backend systems to improve communication, workflows, and overall clarity in order to keep work moving smoothly.

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NEED AN EXTRA SET OF HANDS?



I understand the challenges you face in growing your business and managing your time effectively. As an entrepreneur myself, I recognize the need for reliable support to help navigate the demands of business ownership.



Think of me as more than just an Executive or Assistant. I'm your teammate, ready to provide comprehensive support across a wide range of tasks. From administrative duties to project management and beyond, I'm here to be your trusted partner every step of the way.

I understand the unique challenges you face and leverage my organizational, problem-solving, and interpersonal skills to provide you with tailored support.



Service Tiers

Whether you're just getting organized or ready for a full partner in the work — there's a tier built for where you are right now.

Start with Support — For the solo entrepreneur who's ready to stop doing everything alone. The essentials that keep your day-to-day running so nothing slips.

Grow with Guidance — For the business that's gaining momentum. This tier moves from maintaining your operations to actively building them with the systems, strategy, and support to grow with intention.

Thriving Partner — For the leader who's ready for a real right hand. Someone who can own the big projects, coordinate the moving pieces, and execute — so you don't have to.

Start with Support

\$1,000 /mo

- Inbox management & email templates
- Calendar management & scheduling
- Document organization & filing
- Meeting prep — agendas, notes & follow-ups
- Basic research & information gathering
- Expense tracking & budget log
- Itinerary & travel coordination

MOST POPULAR

Grow with Guidance

\$2,500 /mo

- Start with Support
- Newsletter & email campaigns
- Meeting support
- Vendor & partnership support
- Social media strategy & management
- Systems analysis & development
- Standard Operating Procedures
- Designs & presentations

Thriving Partner

\$3,000 /mo

- Grow with Guidance
- Project planning & timeline management
- Program & event coordination
- Coordinating people & deliverables
- Progress tracking & reporting
- Stakeholders communications
- Strategic research

Communication Packages

Communication support is available as a standalone service or included as part of any monthly retainer. Whether you need someone to manage one inbox or take over all external communications — there's a level that fits.

LEVEL I

\$299 /mo

- 1 monitored account
- Email templates
- Basic correspondence management

LEVEL II

\$499 /mo

- Up to 3 monitored accounts
- Email templates, newsletters & e-blasts
- Limited meeting support
- Follow-up & outreach coordination

LEVEL III

\$899 /mo

- Up to 5 monitored accounts
- Social media strategy & management
- Unlimited meeting support
- Stakeholder & partner communications

À La Carte

Not ready for a monthly retainer? These standalone services are available individually, scoped and priced to fit your specific need and budget.

DATA ENTRY

TASK MANAGEMENT SET-UP

WEBSITE SET-UP

MARKETING MATERIALS

RESEARCH

EMAIL MARKETING

PROJECT/PROGRAM
SUPPORT

EVENT SUPPORT

RESUMES

Get a Map

Not seeking monthly services, but still want help figuring out where to start?

Sometimes you don't need a full-time partner — you just need someone to look at what you've built, tell you what's working, what's not, and hand you a clear path forward. That's exactly what this is.

\$900
ONE-TIME

This might be right for you if:

- You've been meaning to get organized but don't know where to start
- You're wearing every hat and something always falls through the cracks
- You want outside eyes on your operations before hiring, scaling, or investing in support

What you walk away with:

- A written operations assessment & recommendations
- A prioritized action roadmap
- Two calls — one to dig in, one to deliver
- A clear next step, whatever that looks like for you

Here's how it works:

We start with a deep dive conversation about where you are, what's working, and where things are breaking down. Within 3-5 business days, you'll receive a written plan with tailored recommendations and a roadmap built specifically around your business. We then reconnect on a follow-up call to walk through everything together so you leave with clarity, not just a document.



Soulllwork

SUPPORT

LOCATION

Atlanta, GA or Remote

EMAIL

soulllworkllc@gmail.com

WEBSITE

www.soulllwork.com