
THE FREE GUIDE FOR FUTURE CREATOR-VAs

The Creator's Right Hand

25 Back-End Tasks Content Creators Will Happily Pay You to Run — and
How AI Makes You Twice as Fast at Them

No face. No followers. No spotlight required.

A behind-the-scenes path into the creator economy

You're closer to this than you think

Every content creator, influencer, and course creator is quietly desperate for the same thing: a reliable person to run the back end of their business so they can stay in their zone of genius. The tech. The systems. The follow-through. Most creators are brilliant on camera and buried everywhere else.

That gap is your opportunity — and you don't have to be on camera to fill it.

A quick note from me

I work in HR, where layoffs never seem to stop. I'd always had a creative streak and loved the idea of the creator world — I just never wanted my whole life online. So I found a side door. Early on I posted a little just to get on people's radar; the moment I landed my first client, everything after that came from referrals. Content creators aren't hiring a personality — they're hiring someone who makes their life easier, does the work well, and is a pleasure to work with.

Here's the fun part: you can probably already do at least **half** of the 25 tasks on the next pages. If you've ever juggled deadlines, wrangled a calendar, tamed an inbox, or organized a messy project at work — you have the exact skill creators pay for. This guide doubles as a ready-made **service menu**: each task shows why they'll pay and a starter rate range.

TECH & SYSTEMS — get them set up and running

- ✓ **Course & membership platform setup \$30–50/hr**
Clunky tech loses sales; you make it seamless.
AI assist: Draft help docs & student FAQs in minutes.
- ✓ **Email marketing setup & automations \$30–50/hr**
The list is where the money is — automations sell 24/7.
AI assist: Draft welcome & nurture sequences to edit.
- ✓ **Funnel & landing page building \$35–60/hr**
Every launch needs one, and creators dread building them.
- ✓ **Webinar, Zoom & live-event logistics \$25–40/hr**
One glitch can sink a launch; you keep it smooth.
- ✓ **File & digital asset organization \$25–35/hr**
Creators live in chaos; you bring calm order.

CONTENT SUPPORT — make more from what they already have

- ✓ **Repurposing long-form into short clips \$30–45/hr**
10x their reach from content they've already made.
AI assist: Auto-transcribe and surface the best clip moments.
- ✓ **Formatting workbooks, docs & PDFs \$25–40/hr**
Polished materials make their brand feel premium.
- ✓ **Simple graphics in Canva (thumbnails, carousels) \$25–40/hr**
Consistent visuals they don't have time to make.
- ✓ **Captions, show notes & transcriptions \$20–35/hr**
Accessibility + SEO with almost no creator effort.
AI assist: Transcribe & draft show notes automatically.
- ✓ **Content calendar building & scheduling \$25–40/hr**
Consistency without them lifting a finger.

MONETIZATION ADMIN — help them actually get paid

- ✓ **Affiliate link management & tracking \$25–40/hr**
Revenue leaks everywhere; you plug the holes.
- ✓ **Brand pitch & sponsorship outreach \$30–50/hr**
This directly puts money in their pocket.
AI assist: Draft tailored pitch emails to personalize.

✓ **Sponsorship tracking & deliverables \$25–40/hr**

Nothing falls through the cracks; brands rebook.

✓ **Invoicing, payments & light bookkeeping \$25–40/hr**

The admin they avoid — and lose money on.

✓ **Digital product & order support \$20–35/hr**

Smooth delivery = happy buyers and fewer refunds.

LAUNCH & OPS — your organizational superpower

✓ **Launch checklists & timeline management \$35–55/hr**

Launches are make-or-break; you keep them on rails.

✓ **Deadline & deliverable project management \$30–50/hr**

The exact skill you already use at work.

✓ **Community / group moderation \$20–35/hr**

Engaged communities that don't drain the creator.

✓ **Inbox & DM triage \$25–40/hr**

Creators drown in messages; you surface what matters.

AI assist: Draft reply templates for common questions.

✓ **Customer support & refund handling \$20–35/hr**

Protects their reputation while they create.

RELATIONSHIP & GROWTH — the human layer AI can't replace

✓ **Onboarding their new students / clients \$25–40/hr**

A great first impression they never have time for.

✓ **Testimonial & review collection \$25–40/hr**

Social proof sells — and most creators forget to ask.

✓ **Scheduling & calendar management \$20–35/hr**

Protects the one thing they can't make more of: time.

✓ **Research (trends, competitors, guests) \$25–40/hr**

You feed them ideas so they never run dry.

AI assist: Speed up research and summarize findings.

✓ **Being the reliable human they trust priceless**

Judgment, taste & follow-through — why clients refer you.

AI assist: —

“But hasn’t AI replaced VAs?”

The opposite. AI didn’t replace the assistant — it replaced the assistant who won’t use it. AI can draft, but it can’t decide, follow up, or be accountable. Creators don’t have a shortage of tools; they have a shortage of humans who can run them. Learn to wield AI, and you become the person they can’t work without.

You could probably do 12 of these today.

The only thing standing between you and your first paying creator client is a simple, proven system for finding them, pricing your services, and landing the work — without ever being on camera.

■ [Join the waitlist for the full course](#)

It's a service business with almost no overhead, and you decide how much work you take on. Want to replace your paycheck? People do it. Just want a low-stress backup income in case layoffs come? That works too. You choose.

Rate ranges are general starting points for the U.S. market and will vary by skill, niche, and client — they're here to help you see what's possible, not as a promise of earnings. Your results depend on you.