



JOB DESCRIPTION

Job Title	Lead Professional Organizer + Team Trainer	Hours Per Week Hybrid	35-40 60-75% in person
Reports To	CEO	Compensation + Benefits	<ul style="list-style-type: none"> • Salaried, non-exempt • \$24-30/hr (\$43,680-\$62,400/yr) • 2 wks pd vacation; 1 wk pd sick/yr • SIMPLE 401K w/ 3% co. match • Health care stipend

GENERAL DESCRIPTION

We are looking for a dynamic full-time Lead Professional Organizer + Team Trainer to professionally organize 1:1 with clients (60-70%), train and supervise our team members (10-15%), and develop and maintain our processes and procedures (5%). The LPO/TT leads by example, has a heart for service, and embodies a people-focused, strengths-based approach.

The ideal candidate must be highly organized with great attention to detail, have excellent time management skills, and be a proactive self-starter who can act and complete tasks with minimal supervision but also knows when to ask for clarification.

RESPONSIBILITIES

- Organize 1:1 with clients in their homes/offices
- Manage own roster of repeat 1:1 clients
- Manage team projects (moves, estate clear outs, unpacks, etc.)
- Assist with hiring + onboarding new team members
- Train, mentor + supervise team members
- Create + update company processes + procedures (maintain Ops Manual)
- Conduct on-site consultations + prepare written project estimates
- Occasionally answer phone lines while CEO is on vacation or out of cell service area
- Occasionally conduct Exploratory Calls with prospective clients
- Work closely with CEO regarding company leadership + vision
- Proactively bring concerns to CEO's attention
- Follow up with prospective clients/leads as assigned by CEO
- Perform other tasks as needed

Posted January 24, 2023. Open until filled.

"Make space for what truly matters."

© 2023

(503) 567-9610 ♦ team@bigrocksorganizing.com ♦ www.bigrocksorganizing.com ♦ PO Box 219051, Portland, OR 97225



JOB DESCRIPTION

SKILLS & QUALIFICATIONS

- **Minimum 2 years of experience as a paid professional organizer**
- Preferably with experience working with older adults + neurodivergent folks
- Bonus: Member of NAPO, ICD, NASMM, or similar organization
- Fluency in Google Workplace + familiarity with other software + applications
- Fluent in English (oral & written)
- Outstanding time management skills
- Bonus: 4-year college degree in education, sociology, psychology, interior design, social work or similar field
- Able to impart organizing skills to clients + team members
- Must be willing to store organizing kits, boxes + other materials at your residence
- Must have a reliable vehicle for transportation of supplies + items for donation
- Must be fully vaccinated + boosted against COVID-19
- Must live in the Portland, Oregon metro area (relo. expenses will not be paid)
- Lead/attend team meetings every other Monday 6-7 PM PST on Zoom

PERSONAL ATTRIBUTES

- Incredibly detail oriented
- Organized + self-motivated
- High level of professionalism + outstanding communication skills
- Embodies the mission + vision of Big Rocks
- Serves as an advocate for our team + services
- Embodies a people-focused, strengths-based approach

How to Apply:

If you feel you would be a great fit for our team, please visit our website, www.bigrocksorganizing.com, to learn more about us, then send your resume and a cover letter to team@bigrocksorganizing.com. If you are curious about our Diversity, Equity, and Inclusion viewpoint, and our Core Values, please click [here](#).

No phone calls or direct emails/messages, please. We are a small team focused on taking exceptional care of our clients.

Thank you for your interest in joining our team!

"Make space for what truly matters."

© 2023

(503) 567-9610 ♦ team@bigrocksorganizing.com ♦ www.bigrocksorganizing.com ♦ PO Box 219051, Portland, OR 97225