



Lead Organizer – Greater San Jose, CA Area Part-Time, Hourly

SUMMARY

The responsibility of a professional organizer is to teach clients how to get and stay organized by creating processes and systems through organizing principles and systematic skills.

Every organizing job and client are unique. The Lead Organizer's goal is to listen to the client, and come up with an efficient plan of action to solve any organizing challenges. With guidance, the Lead Organizer is responsible for working on a variety of client projects and establish systems and processes to assist with the ongoing maintenance that fits the client's individual lifestyle.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a professional organizer include:

- Home organizing including garages, sheds, kitchens, and bedrooms
- Establish paper & electronic filing systems and solutions
- Time management
- Organization for packing and moving
- Eliminate clutter
- Develop business systems for efficiency, including storage systems and employee communications
- Manage financial records
- Office space planning
- Assist owner in back-office duties, including marketing, billing, and filing.
- Maintain strict client confidentiality, including client names, contact information, and addresses
- Other job duties and responsibilities as assigned

SUPERVISORY RESPONSIBILITIES

The job has limited management oversight. Only those who have a proven track record in self motivating and initiative will be considered. Employee must also be able to direct and work with team members.

QUALIFICATIONS AND SKILL SET

To perform this job successfully, an individual must be able to perform each essential duty in the sections listed below. The requirements listed below are representative of the knowledge, skill, and/or ability required. The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Organizing Skills

- This position requires the employee to have a hands-on approach, be a self-starter and highly driven, and have problem-solving skills. Employee must be highly organized and detail

orientated. Must be willing to be learn, or be versed, in organizing solutions and products for the home and business.

Work Environment

- This position rarely works in a normal office environment, with regular visits to client sites which can include indoor work, outdoor and work in mechanical/equipment rooms. Must be excited to work in a growing business.

Customer Service and Interaction

- This position requires the ability to work with various client personalities including those who may be grieving. It is important that the applicant is comfortable working with and leading a client, or complete projects independently.

Education and/or Experience

- Associate's Degree **OR** an equivalent combination of education and experience is preferred.

Language Skills

- Must have the ability to comprehend and communicate (verbal, written) effectively with others in the English language. Must have the ability to prepare and write business correspondence in the English language.

Physical Demands

- While performing the duties of this job the employee is regularly required to talk, hear, comprehend, walk, sit, and use hands. The employee is required to reach with hands and arms, climb or balance, stoop, kneel, and/or crouch. The employee must frequently lift and/or move up to 35 pounds. The employee must be able to work in time blocks averaging 3 hours/appointment, with a maximum of 8 hours/day. The employee must be comfortable working in households where pets are present. The employee is required to follow EMPOWER! Professional Organizing procedures and system. On the job training will be provided.

Hours and Location

- Depending on the project, locations and hours per appointment vary. Many of the projects are located in the greater San Jose area, including Gilroy, San Jose, Sunnyvale, Fremont, and on the Peninsula. It is *anticipated* that you engaged in client activities an average of 15 hours/week. Because of this, it is necessary that the applicant have reliable transportation

Computer/Technical Skills

- Must be proficient in using a personal computer and related programs and systems. Must be highly skilled in MS Office and comfortable preparing/maintaining documents, spreadsheets, and databases on shared Google Drive, Dropbox, and other related programs.

COMPENSATION

- Dependent on applicant's background, education, and skill-set.
- No medical benefits, nor compensation for medical benefits, offered.