



Team Kids Chief of Staff

About Team Kids

The Team Kids empirically-validated mission is to empower our children to change the world.

Based on positive youth development and strengthening youth assets, Team Kids partners with on-duty public safety and university mentors to promote healthy attitudes and behavior in youth while protecting against high-risk ones. To complement the month-long Team Kids Challenge program which provides innovative opportunities for students in elementary schools in CA, AZ, NY, and VA to volunteer, Team Kids Unite encourages youth to continue participating in service beyond an academic setting. Team Kids Unite features various volunteer service projects for children, families, and youth-serving organizations anywhere.

For more information, visit teamkids.org.

Key Responsibilities

- Collaborating with the CEO, board, and staff to create an annual strategic plan and budget.
- Supporting the CEO's schedule, follow up to meetings, speaking engagements, and travel.
- Managing the scheduling, preparation, logistics, communications, and follow up to board meetings.
- Leading the hiring and onboarding process of new Team Kids team members.
- Planning, facilitating, and managing the follow up to staff meetings and retreats.
- Supporting collaboration among staff and interns to maximize efficiency and results.
- Overseeing the bi-annual performance management cycles.
- Working with the CEO and leadership team to deliver, monitor and communicate progress towards annual strategic goals.
- Overseeing strategic new initiatives from ideation to pilot implementation.
- Providing the CEO and leadership team with insight and analysis on operations.
- Assessing risk when organizational and program decisions are made.

Qualifications

- Bachelor's degree preferred.
- 2 years minimum of leadership responsibilities in a similar or related role.
- Enthusiastic personality to serve as a role model and coach.
- Ability to present information and ideas clearly with a focus on vision and action planning.
- Proficient in presentation technology.
- Strong attention to detail and ability to handle and prioritize multiple tasks.
- Strong interpersonal, organization, written and verbal communication skills.
- Ability to work independently and within a team.
- Professionalism, resourcefulness, solution orientation, and a positive attitude.
- Reliable transportation.

Interested candidates are invited to submit a resume and cover letter to jobs@teamkids.org.