

EDCHIEFS

Chief of Staff – Job Description (Part-Time Remote Consultancy)

Chief of Staff - Key Responsibilities

- Facilitate an initial consultancy to clearly define partnership work streams, goals, benchmark metrics, and key outcomes for the role and organization
- Serve as the primary project manager, strategic planner, advisor, decision-maker for the Network's key strategic initiatives
- Work with CEO/ Executive Director to define and track strategic priorities for the organization - Redefine and reorganize priorities as needed
- Provide support and delegation on projects and initiatives managed by the CEO/ Executive Director
- Analyze, assess and interpret, current network priorities, systems, and structures – provide high level recommendations and feedback
- Identify opportunities to create or refine systems and processes to streamline operations across the organization
- Support in managing direct reports through intensive differentiated coaching
- Provide team performance updates through targeted feedback, and interventions

Qualifications

- Currently serving/ have formerly served in a Senior Level role within an education system (Senior Director, VP, Chief, Managing Director, Equivalent or Higher)
- 7 Years professional experience - minimum
- 3 Years related experience
- Bachelor's Degree Required – Masters Preferred
- Strong commitment to Diversity, Equity, and Inclusion
- Willing to work a minimum of 10hrs a week (remote)

Compensation/ Time Commitment

- This work is largely part-time with a minimum of 10 Hours a week. Potentially 10-20 hours a week (contingent on the needs of the organization)
- Compensation = \$55.00/Hour

Anti-discrimination policy and commitment to diversity, equity, and inclusion

- EdChiefs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.
- This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.