

Chief of Staff

Inspired by a sense of caring and compassion for all the people who work to build a better world, as well as to support the many causes and movements for which they work, [The Wellbeing Project \(TWP\)](#) is focused on both cultivating a shift in the field of social change toward one that is healthier and more supportive of inner wellbeing, and on catalyzing the development of a new infrastructure to better support everyone working in the field.

The Chief of Staff will provide comprehensive administrative support to our senior leadership team. The ideal candidate will possess strong project management and community management skills, with the ability to coordinate and execute projects, engage with stakeholders, oversee the Project's strategy and its implementation and build relationships within the different communities. This role requires exceptional communication skills, group dynamics and facilitation skills, organizational skills and a creative and proactive approach to problem-solving. Results orientation and Strategic vision skills are a must.

KEY RESPONSIBILITIES:

- Act as a project manager for the leadership team being able to coordinate the implementation of the Project's key strategic priorities and ensure smooth progress.
- Bring a blend of analytical skills, problem solving capabilities and project management capabilities to support the Leadership team.
- Coordinate across cross-functional teams and stakeholders to ensure alignment and collaboration on project deliverables.
- Maintaining communications and supporting relationships with community partners, organizations, and stakeholders.
- Gather data and prepare documents and reports on relevant topics and issues to inform decision-making and support strategic planning efforts.
- Facilitate communication and information flow between senior leadership and internal teams, ensuring alignment and clarity on priorities.
- Prepare and distribute agendas, presentations, and other meeting materials.
- Coordinate logistics for events, workshops, and conferences, including venue booking, catering, and attendee management.
- Assist in scheduling meetings (different time zones) and appointments.
- Maintain accurate records and files, both electronic and physical, ensuring confidentiality and data security.

PROFILE, SKILLS AND COMPETENCIES

Required experience

- University degree and/or professional secretarial/administrative training
- Proven experience of a minimum of 10 years providing administrative support to senior executives or leadership teams in a fast-paced environment.
- Experience organizing the CEO's - Executives or Management office.
- Strong project management skills, with the ability to plan, organize, and execute complex projects from inception to completion. Can manage the process of idea to execution. At ease with strategic thinking and problem analysis
- Excellent communication and interpersonal skills, with the ability to interact professionally and effectively with internal and external stakeholders. When communicating, it can simplify complexity.
- Demonstrated experience in community engagement, outreach, or relationship building within diverse communities. Can easily manage relationships.

Personal Profile & Competencies

- Has organizational and political intelligence
- Visionary: able to plan, anticipating potential challenges and needs. Can grasp and add value to the leader's vision.
- Excellent written and oral communication skills (English), engaging successfully with many different stakeholders and senior leadership.
- Excellent communicator: you are people-oriented and communicate with respect, clarity, authenticity, and empathy.
- Excellent multi-tasking skills: able to juggle ongoing and intricate tasks.
- A team player works well with a small team often across many time zones and in remote working situations.
- Structured, dependable, and reliable: respectful of deadlines, priorities, highly organized and able to cope with last-minute changes.
- Detail-oriented and thorough: careful not to miss small pieces.
- Discreet and sensitive: able to communicate with gentleness and handle confidential information.
- Flexibility and adaptability: Thrive in a fast-paced and ever-changing environment, problem-solving, proactive, responsive.
- Empathy and interest in working in a non-profit organization.

Nice to have:

- French and Spanish.
- Experience in the social sector
- Entrepreneur experience

WHAT WE OFFER

- An opportunity to work on a ground-breaking, global project that is a co-creation with leading institutions in the field of social change, and that is already seeing the beginning of an extraordinary movement.
- A steep yet friendly learning curve, including building a variety of key relationships in the social change sector and in the art community worldwide.
- An innovative, co-creative, entrepreneurial, and international working environment.
- A strong culture which is at the core of our organization and the project, as well as a large and diverse Project team that is loving, caring and... awesome people!
- Be a part of a fulfilling and meaningful professional project based on strong values and an opportunity to impact the lives of millions of people touched by the work of social changemakers.
- Compensation according to level of experience and seniority

Apply through hire@wellbeing-project.org, send your CV and cover letter, looking forward to meeting you!