



Job Description for Organizer

Job Title: Organizer

Location: Richmond and/or Charlottesville and/or Williamsburg

Job Summary

Performs hands-on organizing in client homes and related organizing tasks, (i.e.: product shopping, document scanning, donations, etc.) under the direction of a more senior organizing consultant. Builds and promotes the Abundance Organizing brand within community and industry.

Job Objective

Creating a professionally organized space in the client's home or office. Supplementing and enhancing organizing services through ancillary tasks. Pursuing training and on-the-job experience that establishes professional credibility and skill in the organizing industry.

Job Responsibilities and Accountabilities

- Participates in the overall and day-to-day activities of organizing the client's space as assigned.
- Adheres to quality standards for jobs and all company policies and procedures.
- Works closely with organizing consultant to implement organizing materials and product in the client's space; maintains detailed count of products used throughout job.
- Performs any other tasks required by the supervisor.
- Closes out the job as assigned (entering applicable time charges, reimbursable expenses and the like).
- Attends professional meetings to maintain current information about this position and to make contact with professionals in similar positions.
- Pursues/receives training in organizing methodology, both inside and outside the company, at the company's request, as relevant.

Job Qualifications

Education: Associate's degree in discipline such as business, arts and human sciences, administrative work or equivalent work experience.

Skills: Strong organizational skills, orientation to detail and detailed work; very good interpersonal skills, basic computer literacy; ability to execute projects according to budget, schedule, and requirements. Must meet physical requirements of job; able to lift and carry 0-35 pounds.

Experience: Any work experience that involved attention to detail or organization of time, space, and/or materials.

Attributes preferred: Verbal comprehension, problem solving, aesthetic judgement.

On-the-job-training: Training in Abundance Organizing methods of organizing, Abundance Organizing Organizer curriculum with assigned mentor, Abundance Organizing Professional Development Retreat

Understand, embrace, and embody Abundance Organizing's Core Values:

- We embrace the quirks that make us special.
- We act with resourcefulness and savvy.
- We conduct ourselves with an air of refinement, striving for the highest standards.
- We share our gifts whole-heartedly.
- We form meaningful connections.
- We radiate positive energy.
- We communicate with compassion.

Relationship and Roles

Promotion from: Entry level

Promotion to: Organizing Team Lead-in-Training

Supervision received: Principal Organizing Team Lead; Senior Organizing Team Lead

Supervision given: No direct reports