

Chief of Staff to CareerWise CEO

Position Description

Overview

CareerWise is a nationally-recognized startup nonprofit organization that is shaping our nation's workforce through innovative, business-led youth apprenticeships. As part of our work at CareerWise, we create a network of apprenticeship positions that provide our business partners with a powerful talent pipeline, and develop a new path to in-demand careers for our state's youth. This innovative approach has captured the attention of business, government and education leaders across the nation, leading to the launch of CareerWise USA to help partners around the country develop modern youth apprenticeship systems that lead to high-quality, equitable outcomes.

As a startup, CareerWise is constantly evolving based on feedback from its complex network of local and national partners, all of whom are aligned to support the student apprentices, employers and national intermediaries that are the organization's customers. It is the responsibility of the CEO to synthesize the constant input from the marketplace into a vision of action that can be implemented by the CareerWise team.

The Chief of Staff (CoS) role at CareerWise is designed to enable the CEO to significantly increase his productivity by providing support in coordinating with members of the management team, facilitating high-impact meetings, providing transparent and efficient lines of communication between the CEO and team, preparing the CEO to deliver high-quality presentations, and supporting strategies identified by the CEO. From time to time, the CoS may be deployed to support other members of the management team.

Because the CoS works closely with the CEO, it is essential that he/she exhibits the highest level of integrity and confidentiality in all aspects of the role. Outside of the Executive Assistant, the CoS does not have direct lines of authority over members of the CareerWise team, meaning that he/she will be expected to develop trusted, cooperative relationships with his or her coworkers in order to achieve results.

Responsibilities

Internal team supports

- Work with CEO and team members to develop high-impact agendas for key organizational meetings (e.g., weekly all-team meetings, weekly management team meetings, quarterly board meetings)
- Ensure team member meetings with the CEO have objectives and agenda and that CEO is briefed on any supporting materials, information or talking points in advance
- Serve as the quarterback of the organization's internal OKR (Objectives and Key Results) process, working closely with CEO to reflect his vision and priorities

- Serve as the steward of the organization's internal operating model, ensuring organizational structures are in place and utilized to ensure high performance
- Support the CEO as needed in vetting ideas generated by the CEO or other team members
- Work with team members to communication, execute, and/or carry out action items developed by the CEO
- From time to time, carry out special projects (e.g., research, analysis, strategic initiative design, etc.) for the CEO and/or other management team members
- When the CEO is not available, work with CW team members to identify and triage issues that require immediate attention, ensuring the CEO is responsive and that information is brought to his attention in an organized and succinct manner
- Supervise the CareerWise Executive Assistant to maintain a schedule for the CEO that reflects organizational priorities; on an as-needed basis, support the Executive Assistant in scheduling, maintaining CEO calendar, and supporting logistics (e.g., travel plans)
- Ensure the CEO has sufficient non-meeting time for learning, planning, and reacting to organizational information; ensure that time is used for the highest-priority work
- Ensure open lines of communication exist between CEO and all team members, creating mechanisms for connection with team members and ensuring open flow of information.

External supports

- Brief the CEO prior to key meetings with partners or key influencers. Briefings will include bios of participants (if not known to the CEO), meeting objectives and meeting agendas to assure the most efficient use of time. Briefings will typically require input from relevant team members across the organization.
- Develop and/or ensure the CEO has high-quality presentation materials and talking points in advance of external presentations and speaking engagements
- Accompany the CEO at meetings on an as-needed basis. When the COS accompanies the CEO, he/she will take notes, identify action items, and ensure follow-up on those action items among relevant internal and external stakeholders.
- Represent the CEO at meetings or with partners on an as-needed basis
- Develop trusting relationships with key influencers and advisors that the CEO works with in Colorado and nationally
- Deliver presentations and serve as a spokesperson of CareerWise's work on as-needed basis

Management

- COS will supervise the organization's Executive Assistant, ensuring achievement of high-quality results
- Because the COS works so closely with the CEO, team members may have a tendency to believe that the COS carries the same authority as the CEO; it is essential the he/she is clear when he/she is representing his/her own ideas versus the perspective of the CEO

Key competencies needed for success

- Highest levels of integrity



MODERN YOUTH APPRENTICESHIP

- Demonstrated ability to work cooperatively with others and develop trusting relationships
- Adept at planning, structuring, and facilitating effective and efficient meetings
- Fast learner
- Very strong written and verbal communication skills
- Ability to complete detailed, strategic analysis and translate that information into thoughtful recommendations and action items
- Independent thinker; comfortable voicing disagreement with CEO
- Highly organized, with ability to prioritize and execute against multiple priorities on tight deadlines
- Ability to get work done without always having complete information
- Adept at utilizing PowerPoint, Excel and Word
- Diverse lived experiences and ability to honor and appreciate those of others
- Demonstrated appetite to engage with DEI (Diversity, Equity, and Inclusion) - type work and or conversations
- Demonstrated passion for the CareerWise mission and ability to deeply understand the complexities of the youth apprenticeship system that CareerWise is building

Location

Greater Metro Denver Area

Compensation

Salary range for the role is \$60-80K. Title and salary will be commensurate with skill level and applicable experience. We offer a generous benefits package including group medical, dental, and vision plans, short-term disability, 100% vested 401k Plan with a 3% employer contribution, and Flexible Time Off to name a few!

Sound interesting?

Click on this [link](#) to apply.

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

If you need assistance or an accommodation due to a disability, you may contact us at careers@careerwisecolorado.org.