

## Chief of Staff

- Hours: 40 Hours weekly
- Pay: \$20-\$22 per hour
- Generous Sick and Vacation time
- 11.5 paid holidays
- Primary Location Salem with Travel



### Description:

Founded in Salem Oregon, Project ABLE provides peer-to-peer services and support for individuals recovering from mental health and co-occurring issues. The passion of 20 employees and more than 60 volunteers with lived experience creates a community of healing and recovery that impacts connects to more than 1,000 people each year. For 20 years people have found the Project ABLE community and services part of their journey to finding A Better Life Experience (ABLE).

In 2023 Project ABLE expects to open a new location and a 24/7 Peer Run Respite hospital alternative in Lincoln County, this will join our locations in Salem and McMinnville. The Executive Assistant role will work closely with the Executive Director to make sure that the healing atmosphere Project ABLE cultivates is running smoothly and effectively.

### Position Summary:

As the Chief of Staff, you will work closely with the Executive Director. You will be a first point of contact with staff and be empowered to take steps to keep things working well. Working as a team with the Executive Director (ED) to ensure that priority tasks are accomplished in the organization.

### Duties and Responsibilities:

- Willingness to work out of the Salem office with frequent travel to McMinnville and Lincoln County
- Be a first point of Contact for Staff – by resolving staff issues or bringing them to the ED (Attempts to solve implementation specifics to keep conversations with ED focused on big picture items)
- Answering and directing phone calls for ED and emails
- Coordinating and scheduling meetings for ED
- Taking meeting notes and maintaining Project to do lists
- Organizing and maintaining digital files and accounts
- Assisting with digital and physical organizational projects
- Handling confidential information with discretion
- Supporting, brainstorming, and working with the Executive Director on whatever is needed

### Skills and Knowledge Required:

- Lived experience with mental health struggles.
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Solid communication skills both written and verbal
- Proficiency in Microsoft Office, internet research, and other cloud-based programs – quick to learn and good at training others in use of software
- Strong interpersonal skills and ability to engage diverse individuals with a variety of needs

Project ABLE prides itself on building a welcoming, encouraging environment. We offer a flexible and collaborative workplace where we are focused on striving for “A Better Life Experience.” Please visit our website to learn more about our organization at: [www.projectable.org](http://www.projectable.org).

**To apply:** Submit a resume and/or short description as to why you think you would be a good fit to [apply@projectable.org](mailto:apply@projectable.org).