



Job Title: Fractional Chief of Staff

Location: Fully Remote

About Change Enthusiasm Global:

At Change Enthusiasm Global, we are in the business of maximizing human growth potential through change. We believe that human potential lies at the intersection of change and emotion. This powerful philosophy guides our mission to enable our client's competitive growth by transforming change resistance into resilience. We are grateful to be pioneering the Change Growth™ space, compensating for where traditional Change Management is falling short in today's reality of change. With us, growing through change becomes not just an aspiration but a tangible reality. We are disrupting the Change Management industry with our unique Change Growth Accelerator™ approach enabling executives, leaders, and frontline workers alike with the mindset, skillset, and toolkit to grow through change. The candidate will join a fast-growing team currently comprised of both full-time and contracted talent carrying over 100 years of collective Change Management, Management Consulting, and Corporate L&D experience.

Purpose:

We are seeking a motivated and experienced Fractional Chief of Staff to support our executive leadership team in driving strategic initiatives and operational excellence. This role will involve close collaboration among our leadership team and key internal and external stakeholders to streamline processes, enhance communication, and support the execution of key projects.

Key Responsibilities:

- **Strategic Leadership:** Act as a trusted, strategic advisor and confidant to CEG's Executive Leadership team, providing insights and support for strategic decisions.
- **Agenda Management:** Manage and prioritize the Executive Leadership agenda, ensuring effective time management and follow-through on action items.
- **Communication Facilitation:** Coordinate communication and information flow between the executive team and internal/external stakeholders.
- **Meeting Coordination:** Facilitate meetings, prepare agendas, and document key discussions and decisions to ensure accountability.
- **Project Oversight:** Support project management efforts, tracking progress on key initiatives and identifying areas for improvement.
- **Research and Analysis:** Conduct research and analysis to inform decision-making and provide insights into operational effectiveness.
- **Reporting and Presentations:** Assist in the preparation of reports, presentations, and other materials for stakeholder engagements.
- **Cultural Advocacy:** Foster a positive and inclusive organizational culture by promoting teamwork and collaboration.



Skills and Qualifications:

- **Leadership Experience:** Proven experience in a leadership or managerial role, preferably in a Chief of Staff, Operations, or strategic support position.
- **Organizational Skills:** Strong organizational skills with tenacious attention to detail and the ability to manage multiple priorities and meet deadlines.
- **Communication Proficiency:** Excellent written and verbal communication skills, with the ability to convey complex information clearly.
- **Technical Proficiency:** Proficient in project management tools and software (e.g., Monday.com, ClickUp, Slack, MURAL, etc.) and Microsoft Office and/or Google Suite.
- **Independent and Collaborative:** Ability to work independently and collaboratively in a fast-paced, remote environment.
- **Passion for Change:** A passion for change and a commitment to fostering an inclusive workplace culture.

Preferred Experience:

- **Educational Background:** Bachelor's degree in Business Administration, Marketing, or a related field.
- **Professional Experience:** Minimum of 5 years in a relevant role related to sales enablement, client services, or business management within a dynamic and complex environment.
- **Industry Knowledge:** Experience in consulting, learning and development, technology, or a related sector with a deep understanding of sales and client engagement processes.

Reporting: This role reports to the CEO and Founder of Change Enthusiasm Global.

Compensation: This is a fractional, part-time, contracted position with an anticipated monthly compensation ranging from \$4,000 - \$6,000 (dependent upon candidate experience and qualifications). Expected 15 - 20 hr/wk commitment.

Why Join Us?

Change Enthusiasm Global offers a unique opportunity to be at the forefront of a pioneering field in Change Growth™, compensating where traditional change management is falling short in today's rapidly evolving world. You will contribute significantly by supporting our teams to deliver transformative, industry-disrupting learning experiences to a rapidly growing Global client base. With incredible opportunity for growth, a supportive culture, and the chance to work under visionary leadership, this role offers an exceptional career opportunity for a rising leader passionate about being part of a rapidly growing, industry-disrupting start-up while supporting our teams who enable executives to frontline workers alike to better navigate and grow through change.



Change Enthusiasm®
G L O B A L

Application Instructions

To apply, please click '[Apply Now](#)' for the job posting on our website and enter all requested information. In addition to this online application, please email your cover letter and any relevant certifications to info@changeenthusiasmglobal.com carrying the subject line of "My Application – Chief of Staff."

In your cover letter, please highlight your experience in a Chief of Staff position supporting senior executives as a staff position and why you are a good fit for Change Enthusiasm Global. We are excited to review your application, potentially welcome you to progress through our hiring process and ultimately on to the team, where your work will directly contribute to transforming businesses and empowering individuals to excel through change.