



## **Downsizing/Move Planning Associate**

**Company:** C&Z Transitions LLC provides complete move planning and home downsizing services to older adults, baby boomers, and empty nesters who are either moving from their long time family home to a smaller home or to a senior community or who are relocating to another state, or who simply want to downsize their belongings. C&Z also assists attorneys and grieving families in managing the distribution of personal effects from an estate.

**Opportunity to Make a Difference:** C&Z Transitions is about more than a move or a downsizing project or an estate clean out. C&Z's services are designed to reduce the overwhelming stress that individuals and families experience when downsizing, moving or emptying an estate. C&Z Transitions is about people, their memories, and the choices they have to make, as well as about C&Z's relationships with its clients and the team of professionals helping these clients

**Job Description:** Work on a team to accomplish the client's objectives as outlined in the client's customized work plan. Specific duties include: 1) sorting the client's possessions to determine what things should be kept, given to family/ others, sold, donated, recycled or discarded. 2) packing items for a move or for donation, 3) coordinating resources needed by the client including moving companies, auctioneers, consignors, trash haulers, and purchasing items for the client's new home, and 4) assisting with all of the details involved in a move including packing possessions and unpacking and settling the client's possessions in their new home. Other projects involve inventorying possessions and emptying an estate or home of all possessions.

**Part-Time/Project Based Employment:** The position is for part-time project-based work with unpaid down-time between projects. While the majority of work is undertaken in our client's homes, most projects also involve some follow-up efforts (e.g., scheduling donation pick-ups) that you would need to complete from your home.

### **Qualifications**

- Excellent communication and people skills.
- Excellent organizational skills and detail oriented.
- Ability to support Project Team by implementing tasks assigned, work collaboratively with team members and also work independently as needed.
- Experience working in the social services, health care field, or other service field desirable.
- Experience working with older adults (including family members) is highly desirable.
- Reliable personal vehicle – we serve Boston and the surrounding communities and the North Shore.
- Home computer or laptop, printer/copier/scanner, and a smartphone – some telecommuting required.
- Proficiency in MS Office is required. Knowledge of Google Docs is a plus.
- Ability to perform physical work for several hours and occasionally for full day, doing tasks that require standing, bending and ability to lift up to 25 lbs.
- Associate degree or Bachelor's degree preferred.

**Opportunity for Advancement:** Opportunity to assume increased responsibilities and promotion to Team Leader and Project Manager Positions, as well as promotion to other senior management positions.

**For Additional Information:** Contact Joy Camp at [joy@cztransitions.com](mailto:joy@cztransitions.com)