



## **TEAM LEADER**

### **Downsizing/Move Planning Projects**

**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:** The Team Leader has a key role in this company and reports directly to the Project Manager. Responsibilities include:

- 1) Assist the Project Manager in developing customized work plans that outline the specific services that C&Z Transitions will provide to each of its new clients.
- 2) Manage projects from the start to the finish to ensure that the objectives in a client's contract and work plan are delivered according to the core values of the company.
- 3) Oversee the work of the C&Z staff that are working with you on projects (e.g., downsizing a client's possessions and planning all the details for a client's move and after the move unpacking and setting up the client's new home).
- 4) Plan for, schedule and oversee project logistics such as: move estimates, communications with property management associations and senior communities regarding a move, transfer of telecommunication and utility services, and delivery of possessions purchased for the new home.
- 5) Update company's list of resources [which include options for donating and selling possessions, moving companies, upholsterers, furniture repairers, rug cleaners, book dealers, and trash haulers] as you learn about new resources.
- 6) Initiate and maintain communications with senior communities and vendors to facilitate project activities and participate in networking groups comprised of professionals helping seniors.

**Part-Time/Project-Based Employment:** The position is for part-time, project-based work with unpaid down time between projects. Team Leaders work with C&Z staff in our clients' homes, as well as conduct follow-up work as needed in their own homes involving scheduling, administrative reporting, and planning.

### **Qualifications**

- Prior supervisory experience and experience working in a team.
- Prior experience in implementing projects and/or event management with a demonstrated orientation toward client service.
- Excellent organizational skills and detail oriented.
- Must be compassionate and patient and have excellent interpersonal skills.
- 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.
- Bachelors or advanced degree preferred.

**Opportunity for Advancement:** Opportunity to assume increased responsibilities and promotion to a Project Manager Position or other senior management position.

**For Additional Information:** If you are interested in learning more about this position, please email Joy Camp at [joy@cztransitions.com](mailto:joy@cztransitions.com).