



Chief of Staff

Paradigm is a strategy firm that is transforming organizational cultures. We believe that with the benefit of diverse perspectives, our clients will design better products, deliver better services, and build a better world. Since our founding three years ago, we have partnered with over 200 companies across industries, from tech and financial services to retail and media, to design stronger, more inclusive organizations. Our clients include Airbnb, American Express, Lyft, Sephora, Slack, Spotify, and The New York Times, and our work has been featured in The Wall Street Journal, The New York Times, The Atlantic, Harvard Business Review, TechCrunch, and several other outlets.

We're looking for a Chief of Staff to advise our leadership team on growth initiatives and process improvements, and execute on key strategic initiatives. This includes:

- **Strategic operations and finance.** You will partner with the Director of Strategy and Operations in budget planning, allocation and oversight processes, and hiring strategies to reflect business priorities and achieve company goals.
- **Continuous improvement.** You will seek out opportunities to increase efficiency, productivity, and client satisfaction and implement a strategic plan to address these areas.
- **Team planning.** You will support our Partners in managing and optimizing the Consulting team operating model, including management of capacity and productivity.
- **Internal communications.** You will facilitate communication between people and across teams to enable knowledge-sharing and engagement.
- **Special projects.** You will work with our CEO and members of the leadership team on a range of strategic initiatives that support our growth.

About you:

- You have 5+ years of strategy planning and operations experience.

- You are passionate about diversity and inclusion and have a strong interest in growing Paradigm's impact.
- You are a particularly strong communicator, and you have experience communicating with senior leaders.
- You love thinking creatively and can come up with new solutions to complex business problems.
- You have experience with financial budgeting and forecasting.
- You might have experience in management consulting, advisory, and/or professional services - a plus, but not required.

Details: This is a full-time role based in San Francisco. We offer competitive salaries, equity, and benefits, including healthcare, vision, dental, and a 401(k).

Our commitment to diversity and inclusion: We deeply understand the value of bringing together a team with different perspectives, educational backgrounds, and life experiences, and we prioritize diversity within our team. We encourage people from underrepresented backgrounds to apply.

Does this sound like you? We'd love to hear from you! Please send a resume and cover letter to work@paradigmIQ.com.