



CHIEF OF STAFF

Reports to: President

Remote Status: Full-time

ABOUT PCI MEDIA

PCI Media is an award-winning, nonprofit with over 35 years of experience in using the power of storytelling, technology, and community to create a healthier, more sustainable, and just world. We produce culturally resonant television, radio programs, and communication campaigns to achieve national, regional, and global impact.

We celebrate the positive and reflect our “Love Not Loss” approach to tackling difficult issues. Grounded in social science and communication theory, we employ a systematic, participatory process. With our partners around the world, we have produced television and radio productions, reaching more than one billion people in over 70 countries. For more information, please visit www.pcimedia.org.

JOB DESCRIPTION

PCI Media seeks a *Chief of Staff* to support the success of our mission. The *Chief of Staff* will report to the President and work closely with individuals across the organization. The *Chief of Staff* provides support in the following areas:

Strategic Partner to the President:

- Provide administrative support to the President, including the strategic management of the President’s time
- Plan, prepare for, and coordinate meetings and special events
- Support effective communication with internal and external people/audiences

Strategic Planning and Project Management

- Work with leadership to establish annual and quarterly strategic priorities and facilitate workflows advancing them
- Work with leadership to determine key performance indicators and monitor strategic priorities
- Coordinate large, often cross-functional, organization-wide projects or initiatives; bring together important stakeholders and help drive decisions

Qualifications and skills

- Bachelor's degree
- Organized and detail-oriented
- Strong project management skills
- Strong writing skills
- Strong interpersonal communication skills
- Ability to work as part of a larger team, but also to work independently
- Adaptive management skills
- Office suite
- Canva
- Adobe Acrobat
- Must have existing US work authorization

How to Apply

Please send your application to jobs@pcimedia.org, with "*Chief of Staff*" in the subject line. We will confirm receipt of your application. No phone calls, please.