



**Opal: Food+Body Wisdom, an eating disorder treatment facility in the University District of Seattle, Washington, offers intensive day treatment as well as outpatient services. We look to hire skilled individuals to join our team to help provide innovative treatment and work alongside a passionate and caring staff.**

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**Job Title:** Head of Staff

Opal's growth in the last few years have led us to see the need for a highly qualified Head of Staff to work closely with our co-founders and leadership team as a liaison between them and the rest of the organization. Head of Staff will help to ensure strategic initiatives and feedback processes are worked on in a timely manner and ensure communication between departments is done efficiently and effectively. The ideal candidate will have proven experience in a business management role, with a special focus on executive-level advising and interdepartmental collaboration.

**Responsibilities:**

- Plans and directs administrative and operational activities for Opal co-founders and Opal Leadership Team
- Reports to Opal co-founders
- Organizes and prioritizes critical issues and required information in order to facilitate efficient decision-making
- Provides oversight and guidance to projects of high importance
- Facilitates efficient and effective communication within the organization
- Displays comprehensive knowledge of the overall organizational functioning

**Required Qualifications:**

- Bachelor of Arts degree, Bachelor of Science degree, or equivalent degree in business, finance, management or similar field
- 2 to 5 years of experience in complex coordination of activities, management, or comparable experience
- Excellent written and verbal communication skills
- Ability to work independently as well as collaboratively with colleagues
- Strong skills in working with all levels of an organization
- Exceptional organizational skills, including the ability to manage multiple tasks and projects simultaneously
- Excellent problem-solving skills and ability to present problem analysis as required
- Ability to thrive in a fast paced and challenging environment
- Capacity to think strategically and critically
- Ability to independently discern and exercise judgement, making decision in alignment with Opal's values
- Open to learning about Opal's non-diet and weight-inclusive treatment approach, as it relates to eating disorder treatment and organization's broader function

**Preferred Qualifications:**

- Master of Arts degree, Master of Science degree, or equivalent degree
- Education in Industrial-Organizational Psychology or similar field of study
- Experience developing and implementing organizational strategies around diversity, equity, and inclusion
- Prior experience interfacing with company leadership and owners
- Prior experience in health care
- Proven record to work effectively across distinct areas of a company to accomplish common goals

**Hours:** 20-40 hours/week, Monday – Friday

**Compensation:** Salary will commensurate with experience. Benefits: Medical/Dental/Vision insurance, PTO, paid holidays, retirement account with employer matching. Part time benefits and full time benefits vary.

**Interested?** Email careers@opalfoodandbody.com

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*Opal's Mission: To free people from diet culture by offering eating disorder treatment for food, body and exercise concerns*

*Staff Values: Centering Community Divesting from Perfectionism Learning+Unlearning Embodying Strength+Vulnerability*