



About SNP

Founded in 1992, SNP is a leadership communications company. Our mission is to make our customer's message clear and memorable. We accomplish this through *content* support, communications *coaching*, and *creative* development. We recognize that no two customers are the same and our approach can't be either. This means that SNPers are adaptable and creative, and must thrive in our fast-paced, collaborative work environment.

The Chief of Staff reports directly to co-founders Maureen Taylor (CEO) & Renn Vara. For Maureen, the CoS supports every aspect of her day-to-day. You will learn and understand all SNP products & services to help Maureen deliver them directly to customers, impacting revenue and growth of the company. With this role, you will interact, at a global level, with the most influential and innovative business leaders. Organizational skills are critical (the yin to the visionary yang). You will be responsible for managing Maureen's 24/7 schedule and projects across our offices in San Francisco, New York, and Dublin, Ireland. For Renn, you are responsible for helping with his global travel and light scheduling.

You're responsible for:

- Maintaining and enhancing the Maureen's relationships by communicating internally with SNP and externally with customers and partners in a professional, consistent voice
- Delivering all SNP products and services in support of the Maureen's customers
- Managing Maureen's calendar, with appointments spanning across SNP's San Francisco, New York, and Dublin offices
- Helping to execute the company's vision and strategy
- Handling logistics and preparing Maureen for every meeting, event and customer interaction
- Owning and maintaining the Maureen's company dashboard, which includes all of SNP's strategic initiatives
- Handling confidential and sensitive information with discretion
- Traveling among SNP's San Francisco, New York, and Dublin offices as needed

To Do This Job Well, You Should Have:

- Proven project management skills, coordinating and maintaining multiple projects simultaneously
- Excellent written and verbal communication skills
- A natural curiosity to ask questions and then offer solutions



- An interest in working directly with customers and driving SNP's culture
- Exceptional attention to detail
- Self-motivation and the ability to work in a highly autonomous, fast-paced environment
- 100% accountability to colleagues, customers, and your work
- A bachelor's degree

And to be successful at SNP, at your core, you should be a smart, nice person.

This position is a 2-year commitment. Then, either a promotion to a position within SNP or dedicated support getting an amazing job somewhere else.

Think your skills and experience match what we're looking for? Please submit your resume and a cover letter to careers@snpnet.com.